例示③　収入・支出伝票

収入伝票（入金伝票）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | 校長 |  | 担当者 |  |   収　入　伝　票　　　　　　№  　　年　　月　　日   |  |  |  |  | | --- | --- | --- | --- | | 科目 |  | 入金先 |  |  |  |  | | --- | --- | | 摘　　　　　　要 | 金　　　　　　額 | |  |  | |  |  | |  |  | | 合　　　　　　計 |  | |

支出伝票（出金伝票）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | 校長 |  | 担当者 |  |   支　出　伝　票　　　　　　№  　　年　　月　　日   |  |  |  |  | | --- | --- | --- | --- | | 科目 |  | 支払先 |  |  |  |  | | --- | --- | | 摘　　　　　　要 | 金　　　　　　額 | |  |  | |  |  | |  |  | | 合　　　　　　計 |  | |