

# 中国民主党全委会洛杉矶地区委员会报销单

项目 (活动名称):

费用日期:

用途:

报账人:

报销账户 (zelle):

收款人:

单据张贴处:

\*报销需提供发票，如没有发票，单次或同一店铺累计超过\$50 需要在“单据张贴处”填写消费店铺地址/店铺电话以供会计和审计复核财务的合规性，并写明未提供单据的原因。

1.会计签字:

3.发款出纳签字:

2.审核人签字 (主委):

4.审计签字:

# 报销单填写举例 (无单据版)

活动主题: 2024 年 7 月 13 刘晓波纪念 35 周年

金额产生日期: 2024 年 7 月 10 日

项目: 刘晓波纪念头像展板

金额: \$60

数量: 1

报销人: \*光芒

报销人收款方式: zelle 账号 xxxxxxxxx 收款人: \*光芒

无收据原因: \*中伟制作后, 委托我去提取, 未取得收据

店铺电话: 424849554\*

店铺地址: 1234567 pomona, ca, 123



21:21 Details 2

Hi, I'm Erica. How can I help?

Zelle payment to banner Conf# xptwrbiv5 Edit Description

Amount -\$60.00

Transaction Date 07/10/2024

Type Transfer

Merchant name ①

**BANNER**

Transaction category Cash, Checks & Misc: Other Expenses >

Investing involves risk. There is always the potential of losing money when you invest in securities. Asset allocation, diversification, and rebalancing do not ensure a profit or protect against loss in declining markets.

Bank of America, Merrill, their affiliates and advisors do not provide legal, tax or accounting advice. Clients should consult their legal and/or tax advisors before making any financial decisions.

Merrill offers a broad range of brokerage, investment advisory (including financial planning) and other services. Additional information is available in our [Client Relationship Summary](#).

Merrill Lynch, Pierce, Fenner & Smith Incorporated (also referred to as "MLPFS" or "Merrill") makes available certain investment products sponsored, managed, distributed or