**退 款 申 请 表**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **单位名称** | | |  | | | | | | | | |
| **帐 户 名** | | |  | | | | | | | | |
| **帐 号** | | |  | | | | | | | | |
| **开 户 行** | | |  | | | | | | | | |
| **汇款金额** | | |  | | | **退款金额** | | |  | | |
| **摘 要**  **(请详述)** | | | (请详细列出该笔款项的使用情况) | | | | | | | | |
| **负责人**  **签 字** | | | **电话**: | | | **单 位**  **公 章** | | **年 月 日** | | | |
|  | 以下项目由ECN经办人员填写 | | | |  | |  | | | |
| **经办人** | | |  | | | **客户代码** | | | |  | |
| **退款情况说明**  **(由经办人填写)** | | |  | | | | | | | | |
| **财务部(监理课)确认应退额** | | |  | | | | | | | | |
| **高级主管** | | |  | **财务 财务部** | |  | | | | **单位主管** | |
| **备 注** | |  | | | | | | | | | |