**支付情况说明单**

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| 项目名称 |  | | | | |
| 时间 |  | 经办人 | |  | |
| 情况说明： | | | | | |
| 资料目录 | | | | | |
| 名称 | | 份数 | 页数 | | 是否原件 |
| 资金支付审批单 | |  |  | |  |
| 发票 | |  |  | |  |
| 收据 | |  |  | |  |
| 验收报告/验收证明书 | |  |  | |  |
| 审核定案单/审核报告 | |  |  | |  |
| 合同 | |  |  | |  |
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注：资料目录名称部分请根据实际所需材料填写，上文仅为常用材料模板