**北京化工大学横向科研项目经费预算调整申请单**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **项目名称** | |  | | | | | | | **合同编号** |  | |
| **经费编号** | |  | | **调整次数** | | |  | **调整原因** |  | | |
| **序号** | **调减科目名称及额度（单位：元）** | | | | | | | **调增科目名称及额度（单位：元）** | | | |
| **名称** | | **预算** | | **减少** | **调后** | | **名称** | **预算** | **增加** | **调后** |
| **1** | **人员经费** | |  | |  |  | | **其他公用经费** |  |  |  |
| **2** | **接待费和办公费** | |  | |  |  | |  |  |  |  |
|  | **合计** | |  | |  |  | | **合计** |  |  |  |

**项目负责人： 年 月 日**

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**备注：本表一式两份，分别由项目负责人、财务处留存。**