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一、 目的： 为规范公司财务管理， 明确各部门职责， 提高资金使用效率， 特制定本制度。

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## 第一章 总则

### 第一条 适用范围

本制度适用于公司所有部门及员工。 凡涉及公司资金收支、 报销、 借款等经济活动， 均须遵守本制度规定。

第二条 基本原则

公司财务管理应遵循以下原则： 合法性原则、 真实性原则、 及时性原则、 完整性原则、 准确性原则。 各部门应严格按照规定流程办理各项财务事项， 不得擅自变更。

第三条 解释权

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