

THE UNIVERSITY OF THE STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER

THE UNIVERSITY OF THE STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER HAS THE HONOR TO ACKNOWLEDGE THE RECEIPT OF YOUR CHECK FOR THE AMOUNT OF \$100.00 ON 05/15/2024. THE CHECK WAS DEPOSITED INTO THE UNIVERSITY OF THE STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER ACCOUNT ON 05/15/2024. YOUR CHECK IS BEING DEPOSITED INTO THE UNIVERSITY OF THE STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER ACCOUNT ON 05/15/2024. YOUR CHECK IS BEING DEPOSITED INTO THE UNIVERSITY OF THE STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER ACCOUNT ON 05/15/2024.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR CHECK OR THE DEPOSIT, PLEASE CONTACT THE UNIVERSITY OF THE STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER AT (518) 474-2200. YOUR CHECK IS BEING DEPOSITED INTO THE UNIVERSITY OF THE STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER ACCOUNT ON 05/15/2024.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR CHECK OR THE DEPOSIT, PLEASE CONTACT THE UNIVERSITY OF THE STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER AT (518) 474-2200. YOUR CHECK IS BEING DEPOSITED INTO THE UNIVERSITY OF THE STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER ACCOUNT ON 05/15/2024.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR CHECK OR THE DEPOSIT, PLEASE CONTACT THE UNIVERSITY OF THE STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER AT (518) 474-2200. YOUR CHECK IS BEING DEPOSITED INTO THE UNIVERSITY OF THE STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER ACCOUNT ON 05/15/2024.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR CHECK OR THE DEPOSIT, PLEASE CONTACT THE UNIVERSITY OF THE STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER AT (518) 474-2200. YOUR CHECK IS BEING DEPOSITED INTO THE UNIVERSITY OF THE STATE OF NEW YORK OFFICE OF THE STATE COMPTROLLER ACCOUNT ON 05/15/2024.

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。

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： 坚持合法合规、 勤俭节约、 专款专用、 收支两条线原则。

第三条 财务管理部门： 财务部为公司财务管理的归口部门， 负责制度的制定、 解释及监督执行。

第四条 各部门职责： 各部门负责人对本部门财务活动的真实性、 合法性、 准确性负责。 经办人员须严格按照审批流程办理。

第五条 审批权限： 单笔支出超过 1000 元的， 须经部门负责人审批， 并报财务总监审批。 超过 5000 元的， 须经总经理审批。

第六条 报销流程： 经办人填制报销单， 附上合法有效的原始凭证， 经部门负责人签字确认后， 送交财务部审核。 审核无误后， 由出纳人员支付。

第七条 附则： 本制度自发布之日起施行。 如有修订， 须经财务部提出， 并经总经理批准。

