個人別小口現金出納台帳

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|  | 利用者名 | |  | | | |  | | |
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| 年月日 | | 入金 | | 出金 | 残高 | 摘要 | | 確認印 | |
| 利用者 | 出納責任者 |
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※１　確認印欄は、出金（払出）時に押印、入金時は斜線を引くこと。

※２　出納責任者は、入金時には預かり証と整合の上、小口現金の残高が上限額を超えていないか確認し押印すること。また出金時にも押印すること。