**稟　議　書**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 受付日 | 令和○年○○月○○日 | | | | | | | 提案者 | | 部　署 | | |  | | | |
| 受付№ |  | | | | | | | 氏　名 | | | 印 | | | |
| 議　 　題 |  | | | | | | | | | | | | | | | |
| 内 　容 |  | | | | | | | | | | | | | | | |
| 金額内訳 | 総額 | | | | | | | | 円 | | | | | | | |
| 内訳 | | | | | | | | 円 | | | | | | | |
| 決済条件 |  | | | | | | | | | | | | | | | |
| 特記事項 |  | | | | | | | | | | | | | | | |
| 添付資料 |  | | | | | | | | | | | | | | | |
| 回議意見 |  | | | | | | | | | | | | | | | |
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| 決　　 済 | | 可　　決 | | | | 条件付可決 | | | | | 保　　留 | | | | 否　　決 | |
| 決済年月日 | | | | 令和○年○○月○○日 | | | | | | | | | | | | |