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|  | | | | | **設備・物品発注稟議書** | | | | | | | | | | | | | |  | | | | |
|  | | | | | 年　　　月　　　日 | | | | 受理 |
| 稟議No. |  | | | | | |  |  | | | | | | | | |  |  | 年　　　月　　　日 | | | | 決裁 |
| 日付 | | | | 所属店名 | | | | | | 所属部署 | | | | 氏名 | | | | | | | | 印 | |
|  | | | |  | | | | | |  | | | |  | | | | | | | |
| 件名 |  | | | | | | | | | | | | | | | | | | 購入の件 | | | | |
| 標記の件、下記のように発注したく決裁を仰ぎます。 | | | | | | | | | | | | | | | | | | | | | | | |
| 発注先 | （社名） | |  | | | | | | | | | | | （窓口） | |  | | | | | | | |
| 計画Ｎｏ． | | 設備・品名 | | | | | | | | | | 数量 | | 発注金額 | | | | | | 備考 | | | |
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| 発注年月日 | |  | | | | | | 納入年月日 | | |  | | | | | 使用部門 | | | |  | | | |
| 支払時期・条件 | | |  | | | | | | | | | | | | | | | | | | | | |
| 使用目的 | | |  | | | | | | | | | | | | | | | | | | | | |
| 特記事項 | | |  | | | | | | | | | | | | | | | | | | | | |
| 数量 | | 見積単価 | | | | | | | 発注単価 | | | | | | 発注金額 | | | | | | 値引き率 | | |
|  | |  | | | | | 円 | |  | | | | 円 | |  | | | | | 円 |  | | ％ |
| 各決裁者の所見・決裁条件 | | | | | | | | | | | | | | | | | | | | | | | |
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| 採決 | | 部使用 | | | | | | | | | 決裁 | |  | | |  | | | |  | |  | |
| 可決 | | | | 条件付可決 | | | | |  | | |  | | | |  | |  | |
| 差戻し | | | | 否決 | | | | |
| 月 日 | | | 月 日 | | | | 月 日 | | 月 日 | |