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|  | | | | | **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 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 標記の件、下記のように致したく決裁を仰ぎます。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 決済事項 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起案理由 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 成果予測 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 添付資料 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 特記事項 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 設備・物品 | | 相手先 | | （社名） | | | |  | | | | | | | | | | | | | | | | | | | | | |
| 支払時期  条件 | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 発注年月日 | |  | | | | | | | 納入年月日 | | |  | | | | | | | 使用部門 | | | |  | | | | |
| 数量 | | 見積単価 | | | | | | | | 発注単価 | | | | | | 発注金額 | | | | | | | | 値引き率 | | | |
|  | |  | | | | | 円 | | |  | | | | | 円 |  | | | | | | 円 | |  | | ％ | |
| 特記事項 | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | |