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| **稟議書** | | | | | |
| **起案件名** |  | | | | |
| **起案日** |  | | **稟議書番号** |  | |
| **起案者** |  | | | | |
| **総務部** | 受付日： | | | | |
| 氏名： | | | | |
| **決済を求める事項** | | | | | |
|  | | | | | |
| **起案した理由** | | | | | |
|  | | | | | |
| **期待できる効果** | | | | | |
|  | | | | | |
| **決済区分** |  | | | | |
| **サイン** | **社長** | **専務** | **常務** | **部長** | **所属長** |
|  |  |  |  |  |
| **決済日** |  | | | | |