令和　　年　　月分　　郵便切手等受払簿

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| 日付 | あて先 | | 発信部署(詳細） | | 用途 | | はがき | LP | 郵便切手等 | | | | | | 払出金額 | 残の総額 |
|  |  | |  | |  |
| 前月より | | | | | | |  |  |  |  | |  | |  |  |  |
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| 使用計 | | | | | | |  |  |  |  | |  | |  |  |  |
| 翌月へ | | | | | | |  |  |  |  | |  | |  |  |  |
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| 課長 | |  | | 係長 | |  | | | | | 担当者 | |  | | | |