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| 決済番号 | | | | | | | | | | | | |  | | | | | | 作成日　令和　　　　年　　　　月　　　　日 | | | | | | | | | |
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| 社長 | | | | | 専務 | | | 常務 | | |  | 担当役員 | | | 部長 | | | | |  | | | | | | | | |
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| 稟議書（アルバイト採用） | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | 件名 | | | 臨時アルバイトの採用について | | | | | | | | | | | | | | | 金額 | |  | | 円 |  | |
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|  | | １． | | | | 必要人員 | | |  |  | | | | | | | 名 | | | |  | | | | | | | |
|  | | ２． | | | | 雇用期間 | | |  | 令和　　年　　月　　日　〜　令和　　年　　月　　日 | | | | | | | | | | | | | | | | |  | |
|  | | ３． | | | | 賃金額 | | |  | １日 | | | |  | | | | | | | 円 | |  | | | | | |
|  | | ４． | | | | 勤務場所 | | |  |  | | | | | | | | | | | | | | | | |  | |
|  | | ５． | | | | 理由 | | |  |  | | | | | | | | | | | | | | | | |  | |
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|  |  | | 総務部受付 | | | 令和　　年　　月　　日 | | | | | | | | | | 合議先 | | 役職名 | | | | | | | 意見 | | |  |
|  |  | | 部長 | | | 課長 | | | | 担当 | | |  | | | | | | |  | | |  |
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