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| 物品破損・滅失報告書 | | | | | | | | | |
|  | | | | | | 報告書番号 | |  | |
|  | | 殿 |  | | | | | | |
|  | | | | | | 令和　　年　　月　　日 | | | |
|  | | | | 報告者 | |  | | | |
|  | | | | 所属 | |  | | | |
|  | | | | 氏名 | |  | | | |
| 下記の通り、を破損・滅失しましたので報告いたします。 | | | | | | | | | |
| 状態 | 破損　・　滅失 | | | | | | | | |
| 氏名（フリガナ） |  | | | | （ | |  | | ） |
| 物品名 |  | | | | | | | | |
| 数量 |  | | | | | | | | |
| 具体的な状態 |  | | | | | | | | |
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| 原因 |  | | | | | | | | |
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| （会社記入欄） |  | | | | | | | | |
| 処理内容 |  | | | | | | | | |
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