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 |  |  |  |  |  |  |  |  |
|  |
| 課長 |  | 係長 |  | 担当者 |  |