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| 電話（口頭）受付票 | | | | | | | |
| 校長 | 副校長 | | 文書主任 | 教務等主任 | 係 | | |
|  |  |  |  |  |  | | |
| 相手方 | （団体名・課名） | | | | | 受付者 |  |
|  | | | | |  |
| （職・氏名） | | | | |  |
|  | | | | |  |
| 受付時間 | 令和　　　年　　　月　　　日（　　）午前・午後　　　時　　　分 | | | | | | |
| □電話がありました □来訪されて伝言がありました | | | | | | | |
| 標題 |  | | | | | | |
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| 要旨 |  | | | | | | |
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| 処理事項 |  | | | | | | |
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