Приложение №1

к отчету о расходовании конвертов

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(наименование учреждения)

**РЕЕСТР**

**на списание отправленных конвертов \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(период)

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| **№ п/п** | **Дата** | **№ исх. письма (или) адрес получателя** | **Кол-во конвертов** | **Стоимость конвертов** |
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(должность) (подпись) (расшифровка)