購入等伺書　様式（例）

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| ○○○長 |  | | | 担当 | | 令和　　年　　月　　日 | |
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| 購　入　等　伺　書 | | | | | | | |
| 下記物品を購入してよろしいか伺います。 | | | | | | | |
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| 科目 | | 品名・規格等 | 数量・単価等 | | 取引先 | | 購入(予定)価格(円) |
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