別記第２号様式（第１３条関係）

文書収受簿

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| 供覧 | 番号 | 月日 | 記号番号及び日付 | 件名 | 差出人 | 受領印 | 備考 |
| 学部等の長 | 文書取扱主任 |
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備考　用紙の大きさは、日本工業規格Ａ列４とする。