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| 物資受入・配布等管理簿 | | | | 避難所名 | |  | | |
| 月/日 | 受　　入 | | 配布・使用 | | | | 現在数 | 記入者 | |
| 品名を記入 | 数量 | 配布･使用先を記入 | | 使用数 | |
| (記入例)  4月1日 | 毛布 | 300 | 体育館避難者  車中避難者 | | 80  20 | | 200 | 佐藤 | |
| (記入例)  4月3日 | カップ麺 | 150 |  | |  | | 150 | 高橋 | |
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