Załącznik nr 1

(Pieczątka Katedry)

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| Lp. | Data dokumentu / nr sprawy / nr dokumentu księgowego | Od kogo | W sprawie | Do kogo | PRZEKAZANO | | | | | | | | UWAGI |
| Sekretariat Wydziału | | Kwestura | | Dział Administracyjno-Gospodarczy | | Inny dział merytorycznie właściwy | |
| data | podpis | data | podpis | data | podpis | data | podpis |  |
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(Pieczątka i podpis Pracownika sekretariatu Katedry)