消耗品（備品）管理簿 年 月 日更新

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| No. | 備品名 | 分類 | 必要個数 | 在庫数 | 要発注 | 購入単価 | 購入先 | 管理場所 | 管理者 | 備考 |
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　・在庫数が必要数を下回った場合、要発注欄に「※」を表記します。