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| Унифицированная форма № Т-11а  Утверждена постановлением Госкомстата России | | |
| от 05.01.2004 № 1 | | |
|  | | Код |
| Форма по ОКУД | | 0301027 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | по ОКПО | \_\_\_\_\_\_\_\_ |
| наименование организации |  |  |

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|  |  | Номер документа | Дата составления |
|  | **ПРИКАЗ** | \_\_ | \_\_\_\_\_\_\_\_\_\_ |
|  | **(распоряжение)** |  |  |
|  | **о поощрении работников** |  |  |

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| мотив поощрения |
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| \_\_\_\_\_\_ |
| вид поощрения (благодарность, ценный подарок, премия и др. – указать) |

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| Фамилия, имя, отчество | Табельный номер | Структурное подразделение | Должность (специальность, профессия) | Сумма, руб. | С приказом (распоряжением) работник ознакомлен. Личная подпись работника |
| 1 | 2 | 3 | 4 | 5 | 6 |
| \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ | \_\_ | \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_ | \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Основание:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

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| **Руководитель организации** | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_ |
|  | должность |  | личная подпись |  | расшифровка подписи |