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|  Унифицированная форма № Т-11аУтверждена 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)работникознакомлен. Личнаяподпись работника |
| 1 | 2 | 3 | 4 | 5 | 6 |
| \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ | \_\_ | \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_ | \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Основание:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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