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| **نموذج رقم ( 16 )** |
| **رمز النموذج : (م.م.ع.ن - 02 - 04)** |
| **اسم النموذج : سجل توديع المعاملات** |

**سجل توديع المعاملات للعام الدراسي 14هـ**

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| **رقم المعاملة** | **النوع** | **المرفقات** | **الموضوع** | **الجهة المرسل إليها** | **اسم المستلم** | **اليوم** | **تاريخ الاستلام** | **توقيع المستلم** |
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\* ابدأ برقم جديد ، وصفحة جديدة مع بداية كل عام هجري