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| **批次補卡單** |
|  **申請日期**\***：** |
| **申請人**\* |  | **申請部門**\* |  |
| **項次** | **補卡時間**\* | **補卡類型**\* | **補卡事由**\* | **補卡原因** |
|  |  |  |  |  |
| **備註** |  |