(Наименование организации)

УТВЕРЖДАЮ

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(подпись)

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**Протокол инвентаризации**

**основных средств**

Комиссией в составе:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

В присутствии:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |

|  |
| --- |
| Произведена инвентаризация товарно-материальных ценностей, находящихся на ответственном хранении у: |

В результате проведенной проверки установлено:

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| --- |
|  |

Объяснения ответственного:

|  |
| --- |
|  |

По итогам инвентаризации принято решение:

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|  |

Акт составлен в 3-х экземплярах:

|  |  |
| --- | --- |
| Первый экземпляр - для приобщения в дело |  |
| Второй экземпляр - руководителю организации |  |
| Третий экземпляр - ответственному за хранение: |  |

Приложение:

|  |  |
| --- | --- |
| 1. Копии документов |  |
| 2. Объяснительная записка |  |

Подписи членов комиссии: