Załącznik nr 2

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Wzór formularza spisu spraw | | | | | | | | | | | | | | | |  |  | |  |  |
|  |
|  |
| ……….  rok | | | ……………  (referent) | ……………….  (symbol kom.org. | | …………………  (oznacz. teczki) | | | | | | | | | ……………………………  (tytuł teczki wg wykazu akt) | | | | | | | |
| Lp | | Sprawa  (krótka treść) | | | Od kogo wpłynęła | | | | | | | | | Data | | | | | Uwagi  (sposób  załatwienia) | | | |
| Znak pisma | | Z dnia | | | | | | | wszczęcia  sprawy | | Ostatecznego załatwienia | | |
|  | |  | | |  | | | | | | | | |  | |  | | |  | | | |
|  | | |  | | | | | |
|  | |  | | |  | | | | | | | | |  | |  | | |  | | | |
|  | | | |  | | | | |
|  | |  | | |  | | | | | | | | |  | |  | | |  | | | |
|  | | | | |  | | | |
|  | |  | | |  | | | | | | | | |  | |  | | |  | | | |
|  | | | | |  | | | |
|  | |  | | |  | | | | | | | | |  | |  | | |  | | | |
|  | | | | | | |  | |
|  | |  | | |  | | | | | | | | |  | |  | | |  | | | |
|  | | | | | |  | | |
|  | |  | | |  | | | | | | | | |  | |  | | |  | | | |
|  | | | | | | | |  |