附件1：

承办合同登记表

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| **序**  **号** | **合同编号** | **合同名称** | **相对方** | **签订日期** | **标的额（元）** | **收(付)款情况** | | **合同期限** | 合同履行情况（是否完全履行，有无违约、补充、变更、解除等情况） | **备注** |
| **收款** | **付款** |
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说明：合同涉及资金标的的，填写标的额和收款/付款情况。

部门、单位负责人（公章）： 合同管理员： 日期：

附件2：

归口管理合同汇总表

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| **序号** | **合同名称** | **合同编号** | **相对方** | **签订日期** | **标的额（元）** | **合同期限** | 授权签订人 | **备注** |
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部门、单位负责人（公章）： 合同管理员： 日期：