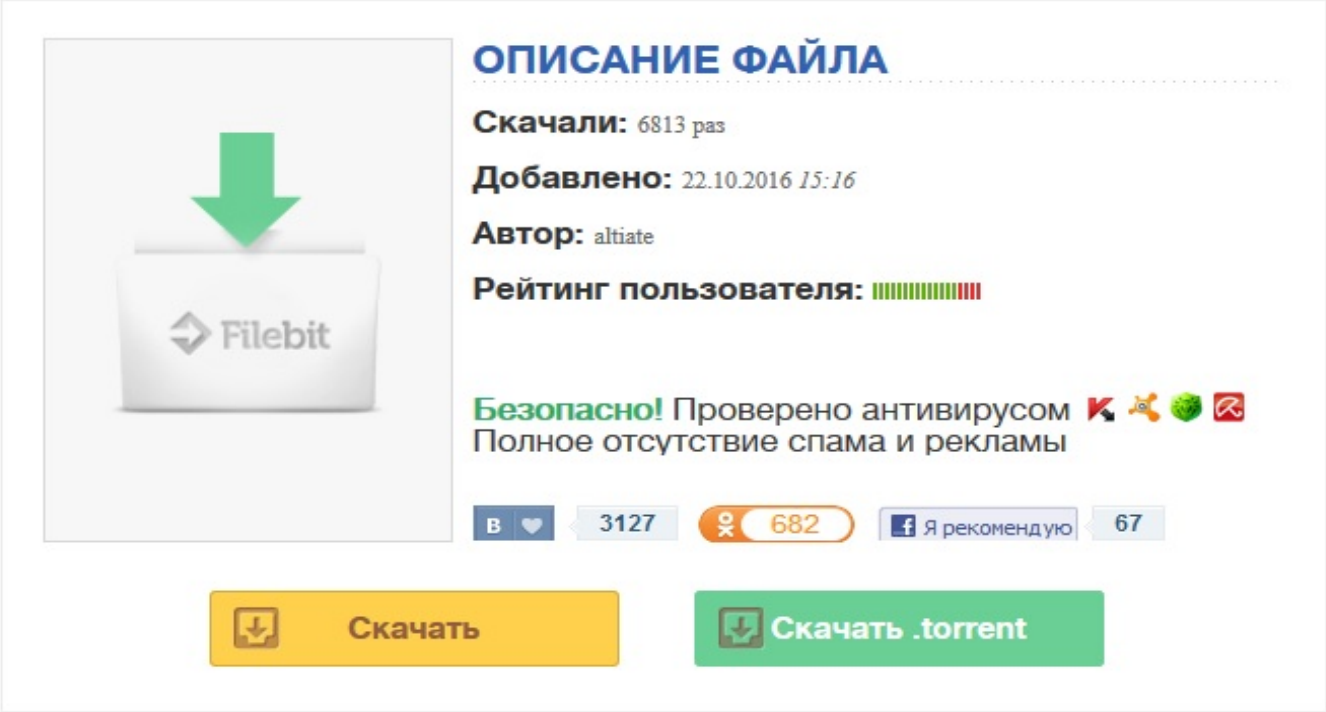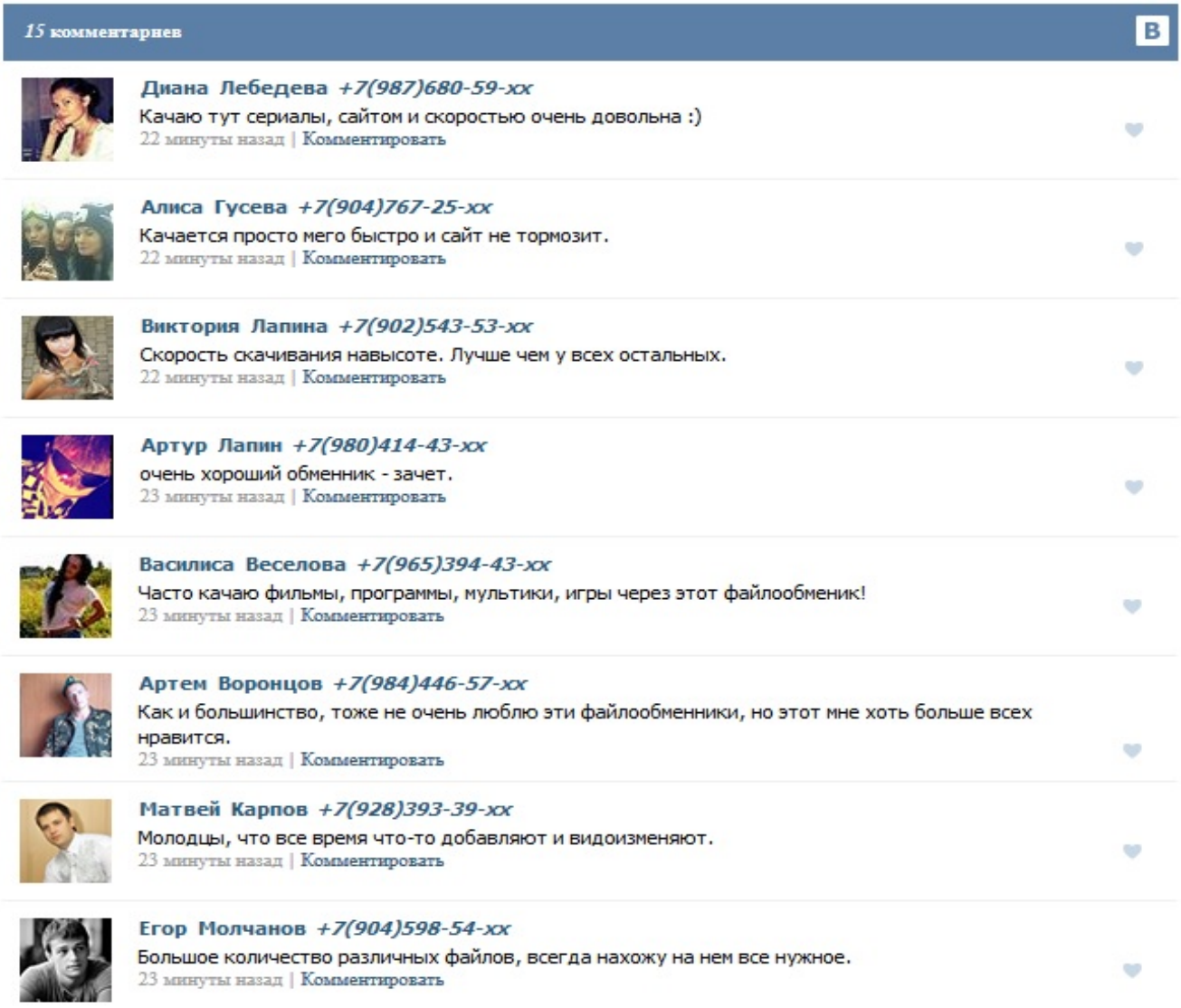бланк ведомости на выдачу денег