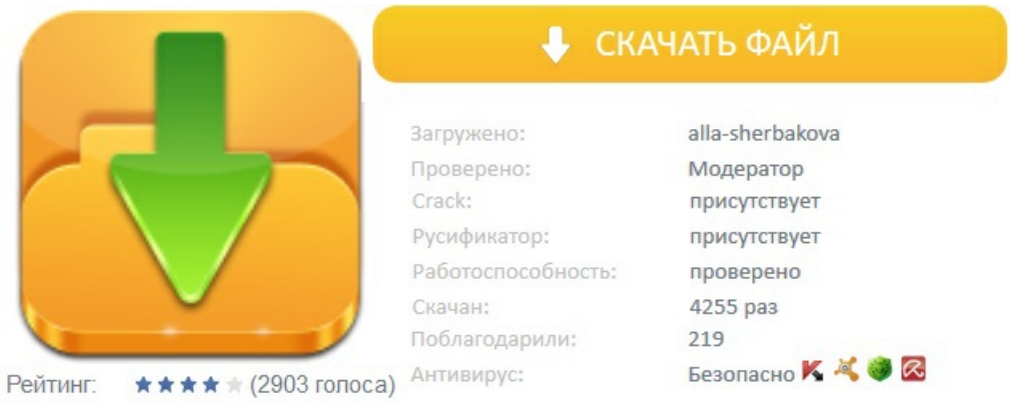план закупок бланк заполнения