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| **ANEXO II**  **TRABALHO REMOTO**  **TERMO DE RECEBIMENTO E DEVOLUÇÃO**  Unidade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Servidor em trabalho remoto: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Responsável pela entrega/devolução: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Procedimentos/Processos Recebidos:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **Número** | **Volumes** | **Data retirada** | **Rubrica do servidor em trabalho remoto** | **Data devolução** | **Rubrica do responsável**  **pela devolução** | | 1 |  |  |  |  |  |  | | 2 |  |  |  |  |  |  | | 3 |  |  |  |  |  |  | | 4 |  |  |  |  |  |  | | 5 |  |  |  |  |  |  | | 6 |  |  |  |  |  |  | | 7 |  |  |  |  |  |  | | 8 |  |  |  |  |  |  | | 9 |  |  |  |  |  |  | | 10 |  |  |  |  |  |  | | 11 |  |  |  |  |  |  | | 12 |  |  |  |  |  |  | | 13 |  |  |  |  |  |  | | 14 |  |  |  |  |  |  | | 15 |  |  |  |  |  |  | |