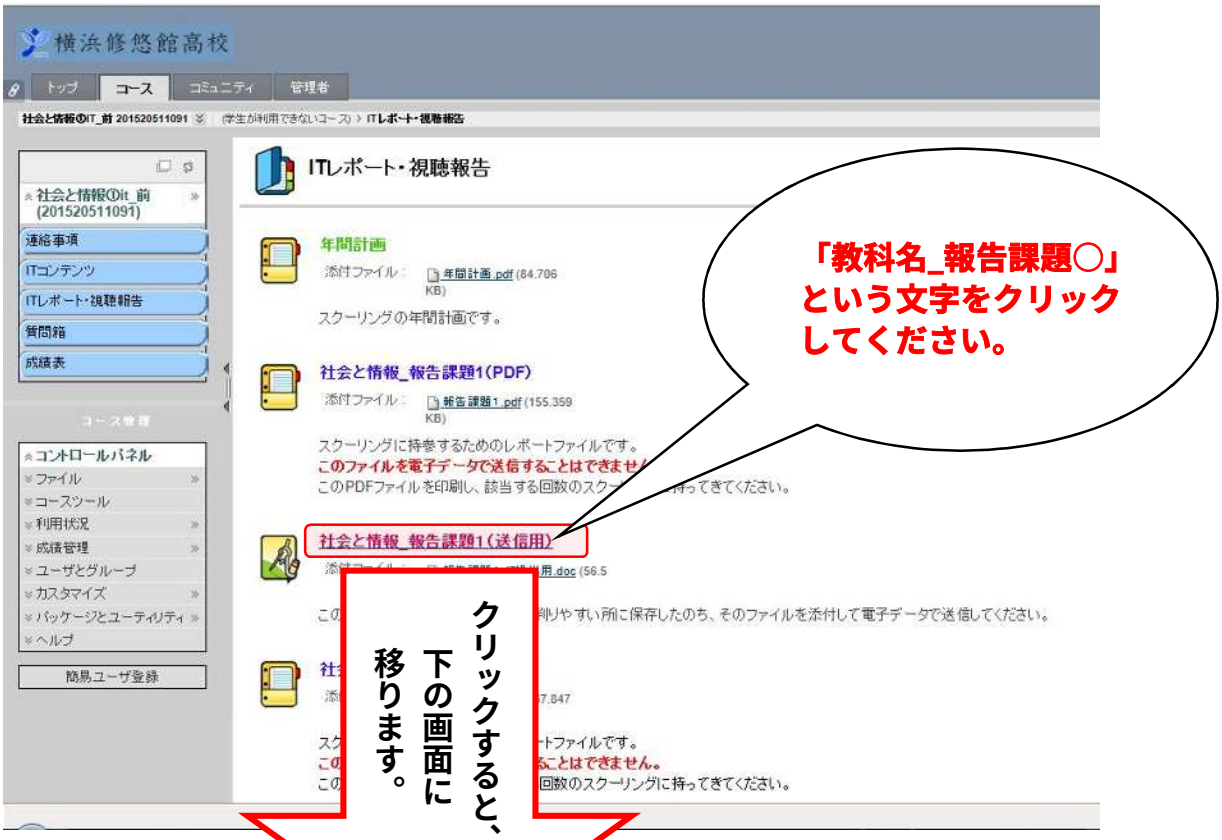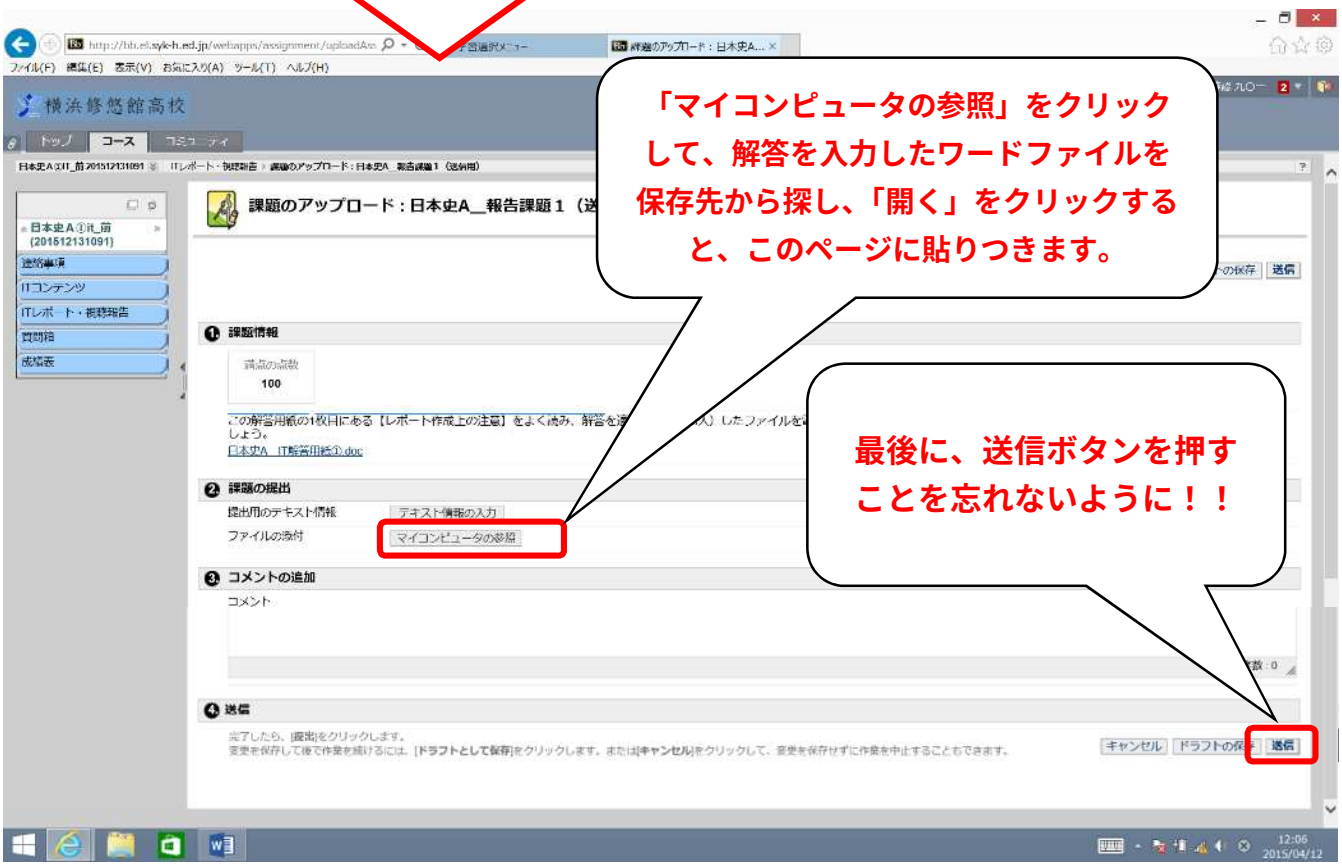ＩＴレポート（電子データ）の提出方法