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| **淄博职业学院公务接待审批单** | | | | | | |
| **来访单位** |  | | | | **来访人数** |  |
| **人员姓名及职务** | |  | | | | |
| **来访时间** |  | | | **主办部门** |  | |
| **陪同人员名单** |  | | | | | |
| **就餐时间** |  | | | **就餐地点** |  | |
| **就餐人数** |  | **就餐标准** |  | | **合计金额** |  |
| **主办部门列支项目及可用额度** |  | | | | | |
| **部门负责人审批意见** |  | | | | | |
| **办公室审批意见** |  | | | | | |
| **财务处审批意见** |  | | | | | |
| **分管院领导审批意见** |  | | | | | |
| **备 注** |  | | | | | |
| 附件：添加接待公函 | | | | | | |