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| **上海城建职业学院公务接待计划审批单** | | | | | | |
| **接待要素** | **校内接待部门** |  | | **接待对象** |  | |
| **接待内容** |  | | **来访时间** |  | |
| **公函号** |  | | | | |
| **来访人员名单** | **姓 名** | **职 务** | | | |
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| **公务活动明细** | **日期** | **时间** | **地点** | **内容** | | **陪同人员** |
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| **接待费用明细** | **序 号** | **支出科目** | **金 额** | **经办人** | | **备 注** |
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| **共计：** | | | | | |
| **审批意见** | 审批人：  （签章）  日 期： | | | | | |