淮南师范学院公务接待呈批单

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| 呈报部门 |  | | | 就餐时间 | |  | | |
| 来宾单位、姓名、职务 | | |  | | | | | |
| 公务内容 | | |  | | | | | |
| 校内就餐人员姓名 | | |  | | | | | |
| 就餐地点 | |  | 就餐人数 | |  | 就餐标准 | |  |
| 校领导签字 | | | 办公室主任签字 | | | | 接待部门负责人签字 | |
|  | | |  | | | |  | |

经办人：

淮南师范学院公务接待呈批单

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经办人：

淮南师范学院公务接待呈批单（部门接待）

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| 呈报部门 |  | | | 经办人 |  | | | 就餐时间 |  |
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| 工作内容 | | |  | | | | | | |
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淮南师范学院工作餐呈批单（部门接待）

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淮南师范学院工作餐呈批单（部门接待）

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淮南师范学院工作餐呈批单（部门接待）

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