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| **南京审计学院公务接待清单** | | | | | |
| **接待要素** | **校内接待单位** |  | **接待对象** | |  |
| **接待内容** |  | **来访时间** | |  |
| **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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| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| **共计：** | | | | |
| **审批意见** | 审批人：  （签章）  日 期： | | | | |