

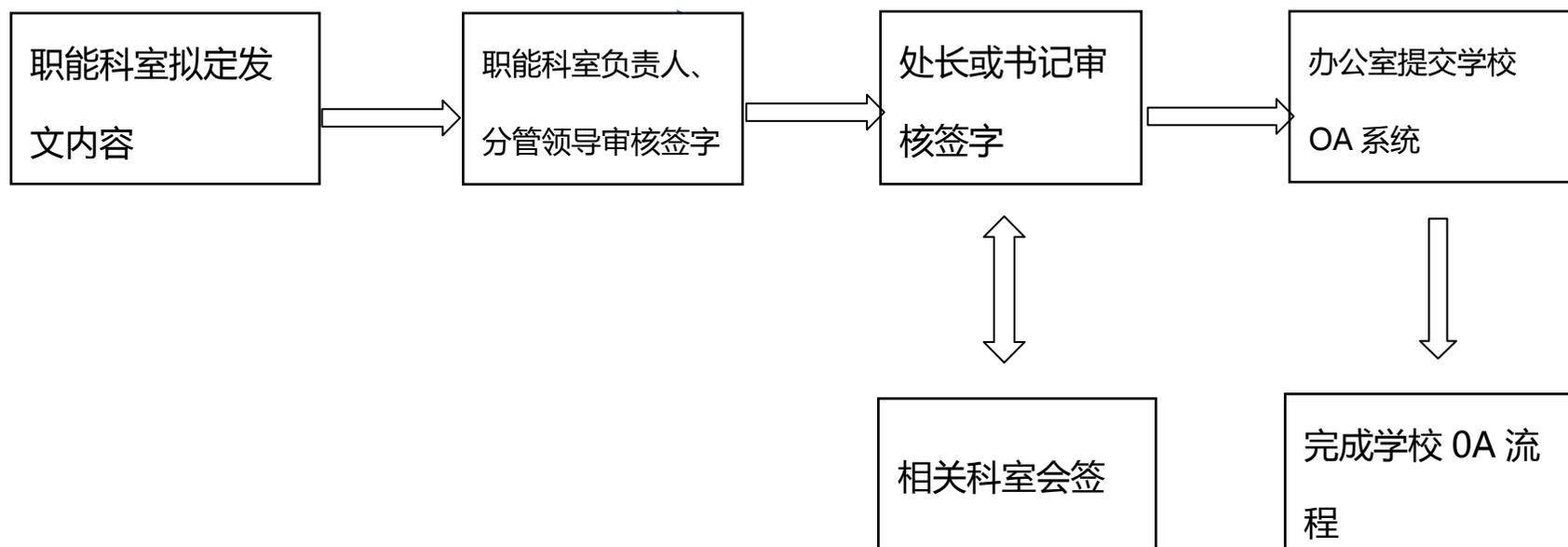
日常办公工作流程

目录

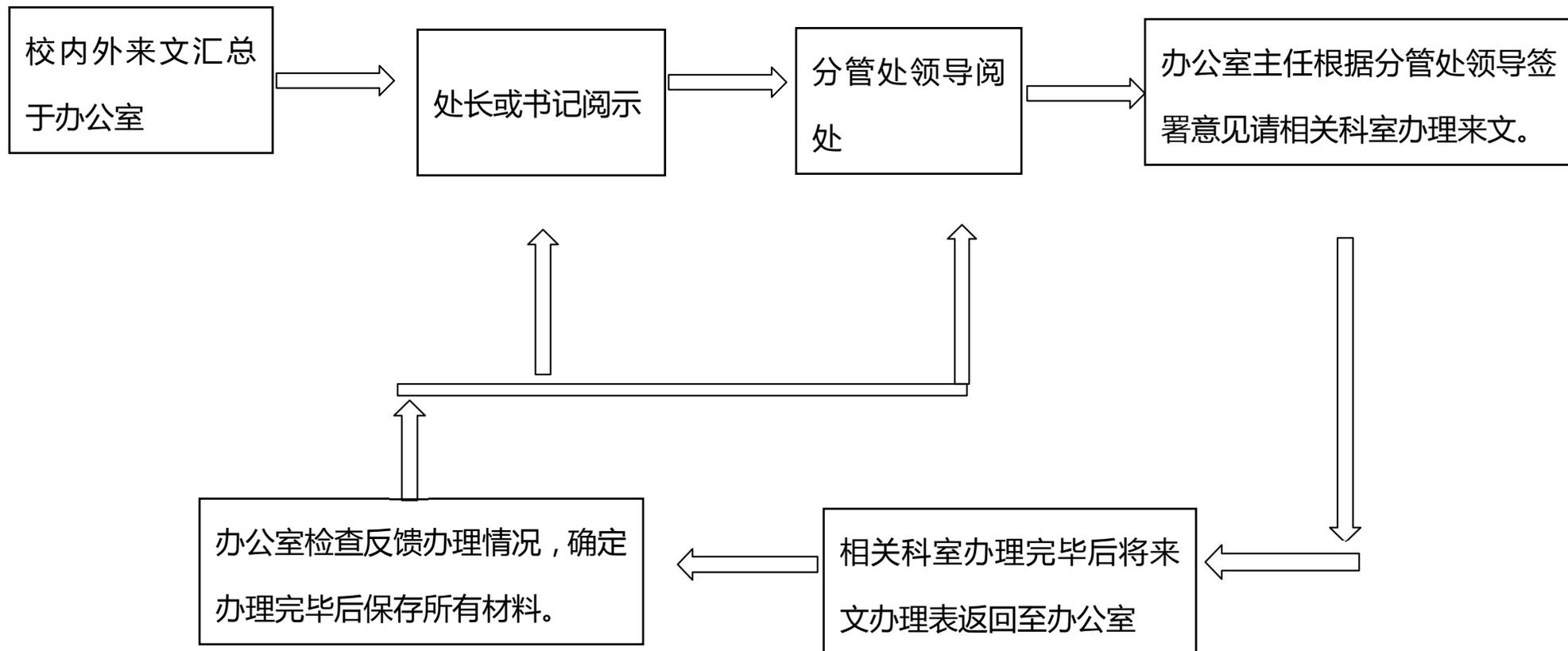
日常办公工作流程.....	- 3 -
一、发文及上报材料流程.....	- 3 -
二、收文流程.....	- 4 -
三、用印流程.....	- 5 -
四、校内公告发布流程.....	- 6 -
五、资料归档流程.....	- 7 -
六、处务会、党政联席会、党总支上会材料审核流程.....	- 8 -
七、校长办公会、党委常委会上会事项材料流程.....	- 9 -
八、经费使用及报销流程图.....	- 10 -
九、新闻信息发布.....	- 13 -

日常办公工作流程

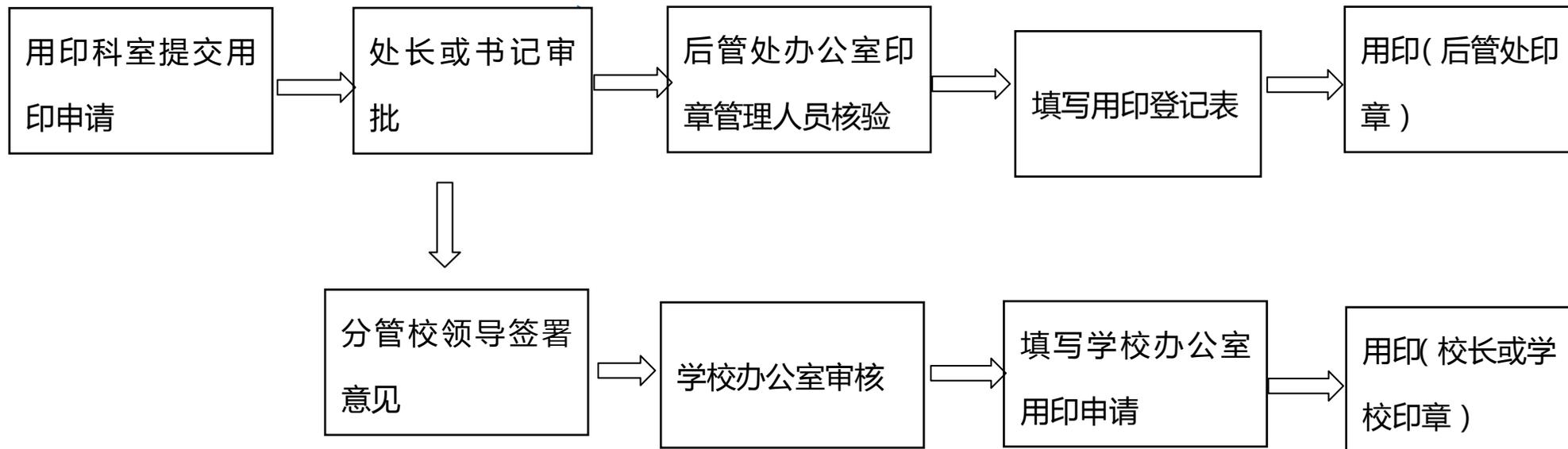
一、发文及上报材料流程



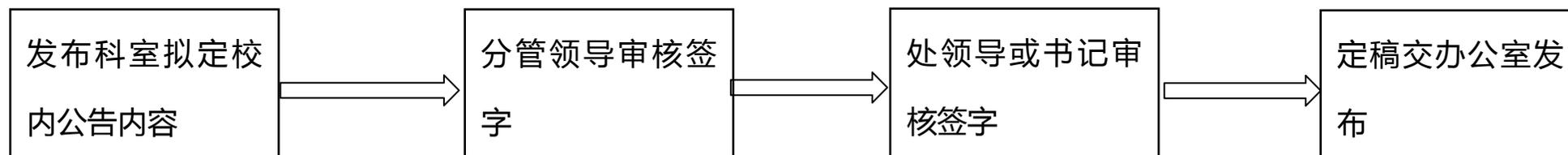
二、收文流程



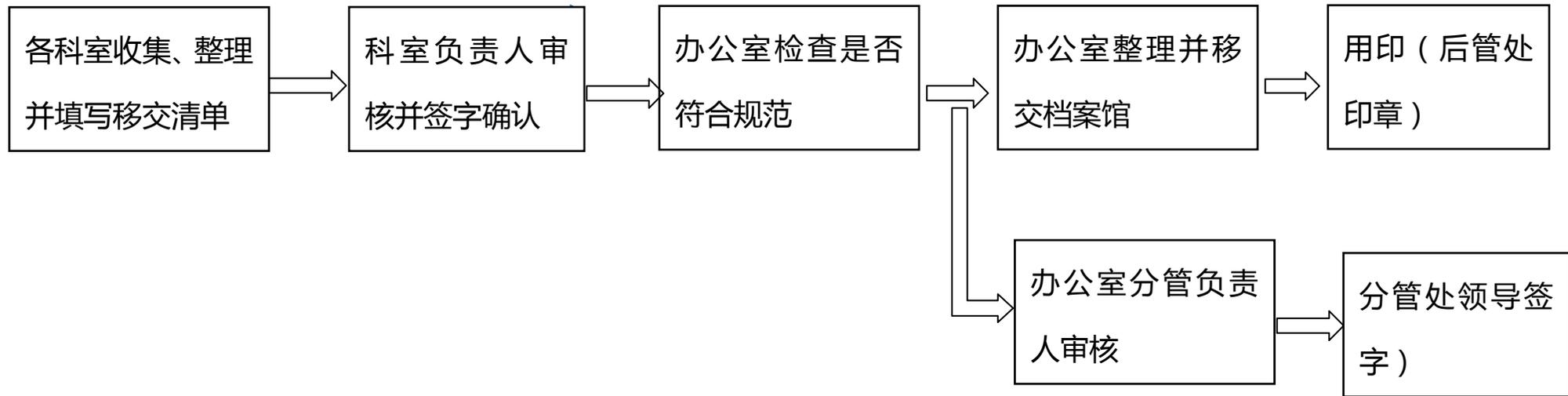
三、用印流程



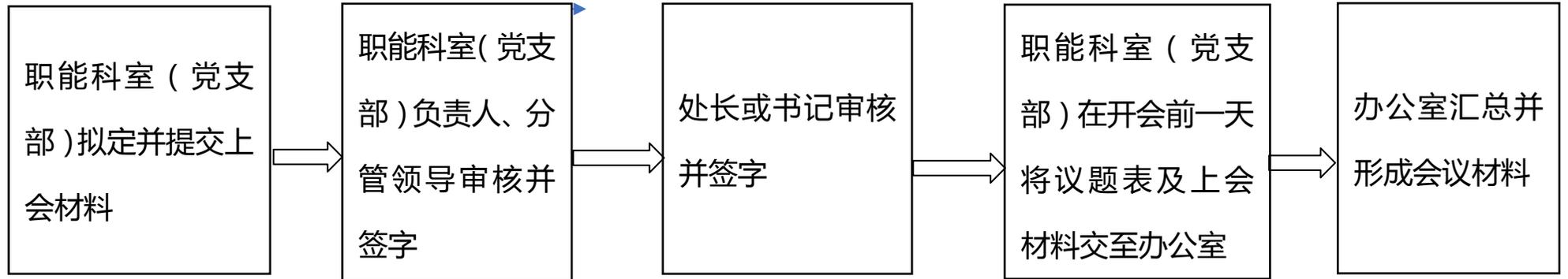
四、校内公告发布流程



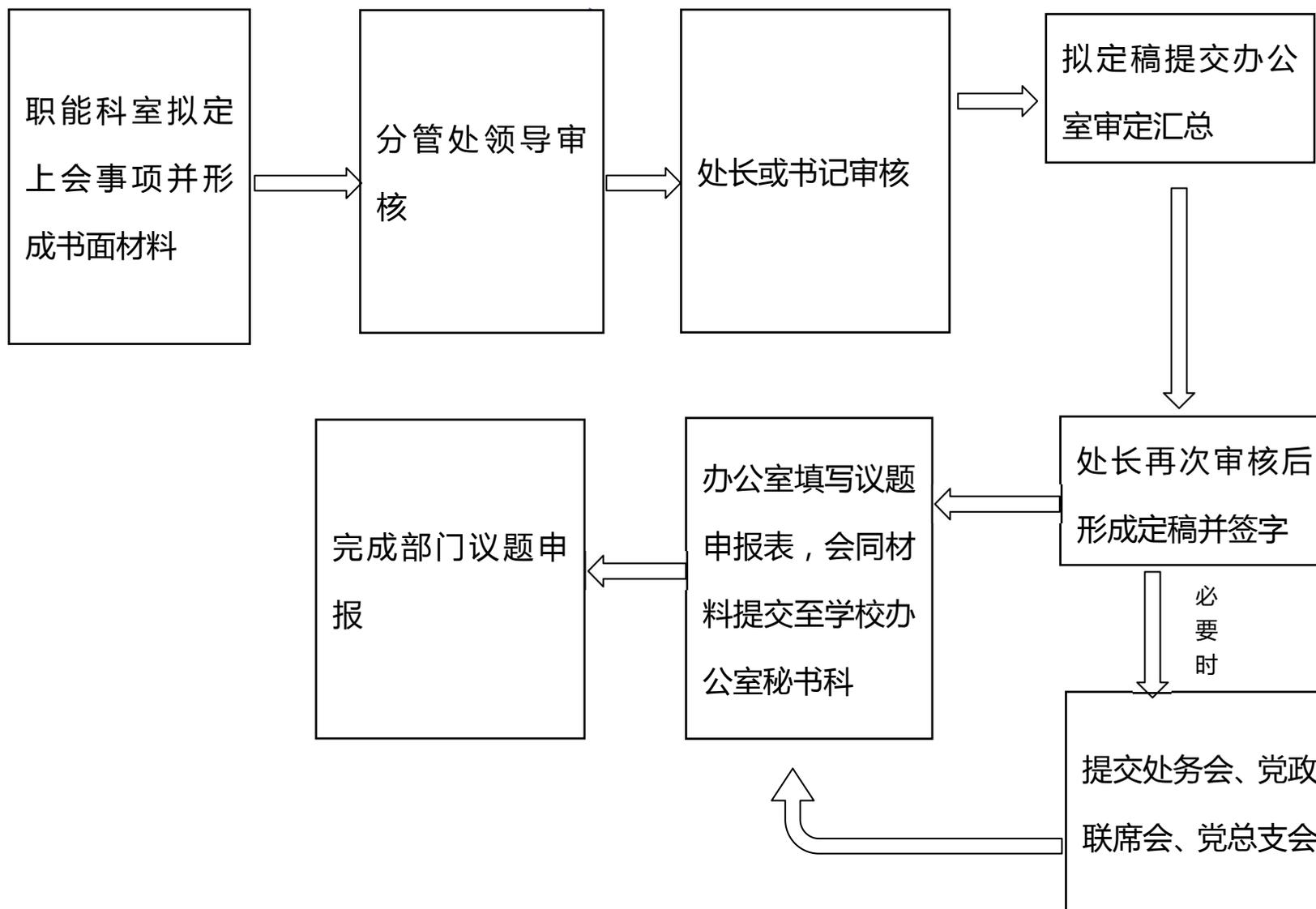
五、资料归档流程



六、处务会、党政联席会、党总支上会材料审核流程

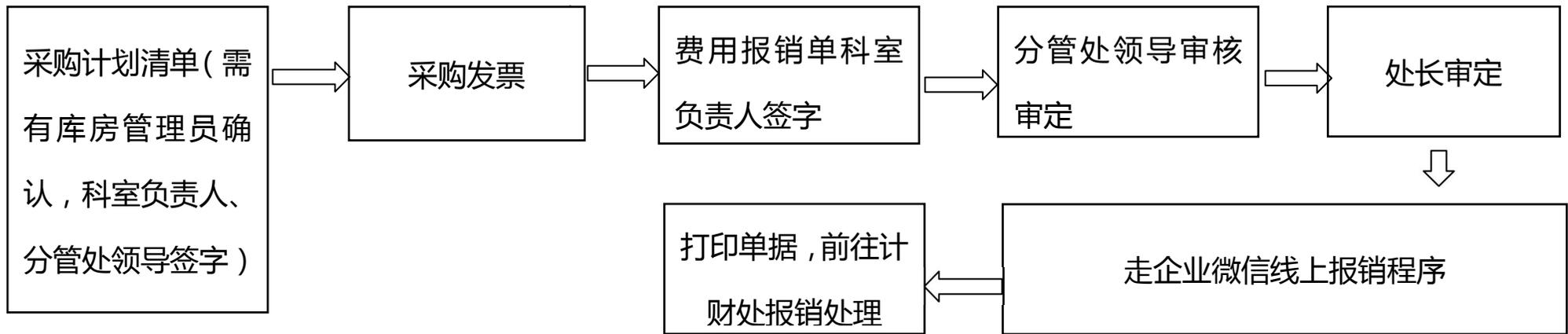


七、校长办公会、党委常委会上会事项材料流程

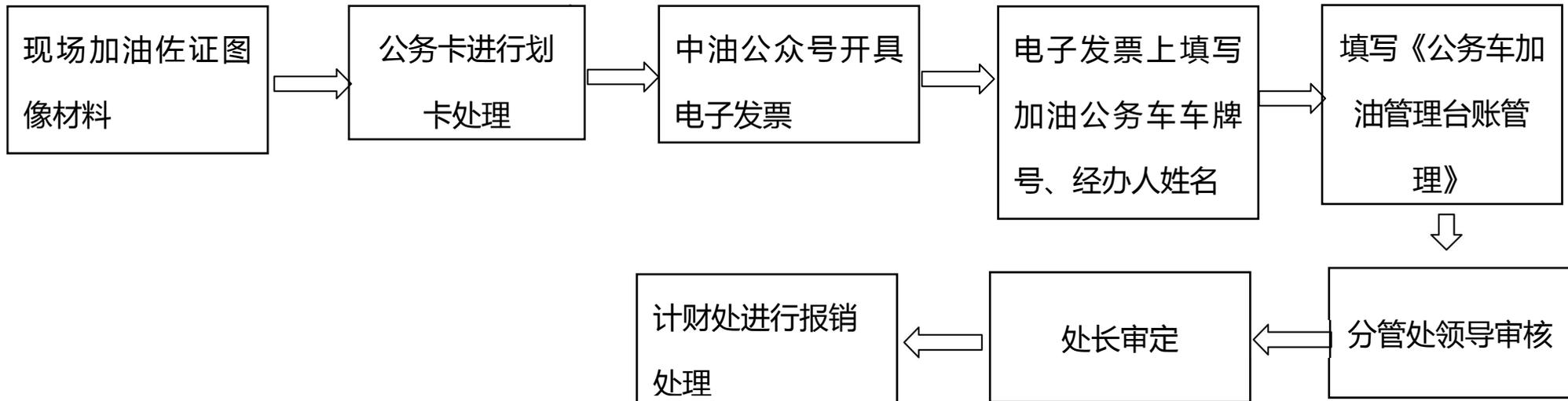


八、经费使用及报销流程图

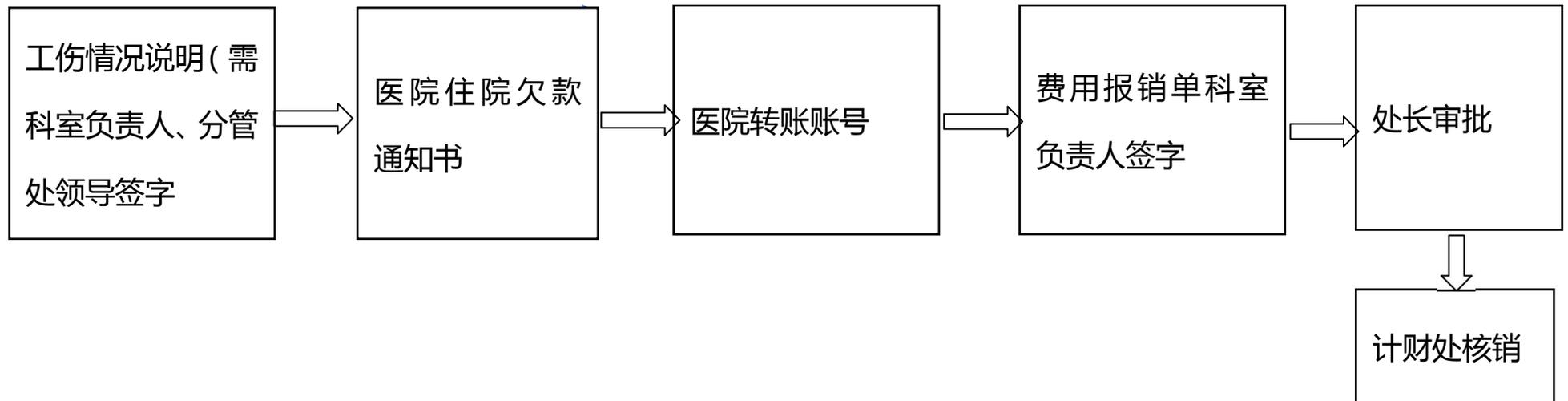
耗材报账



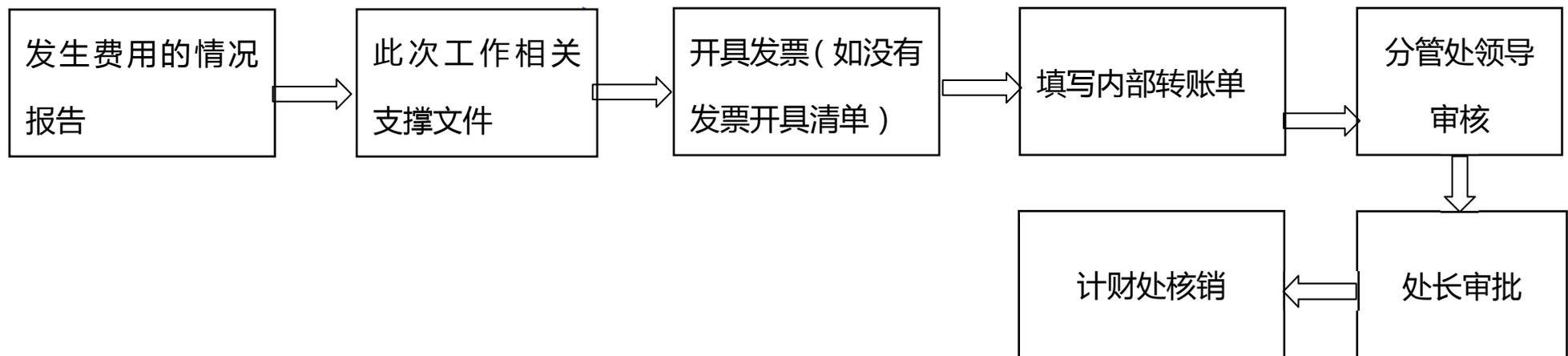
公务车加油费用报销



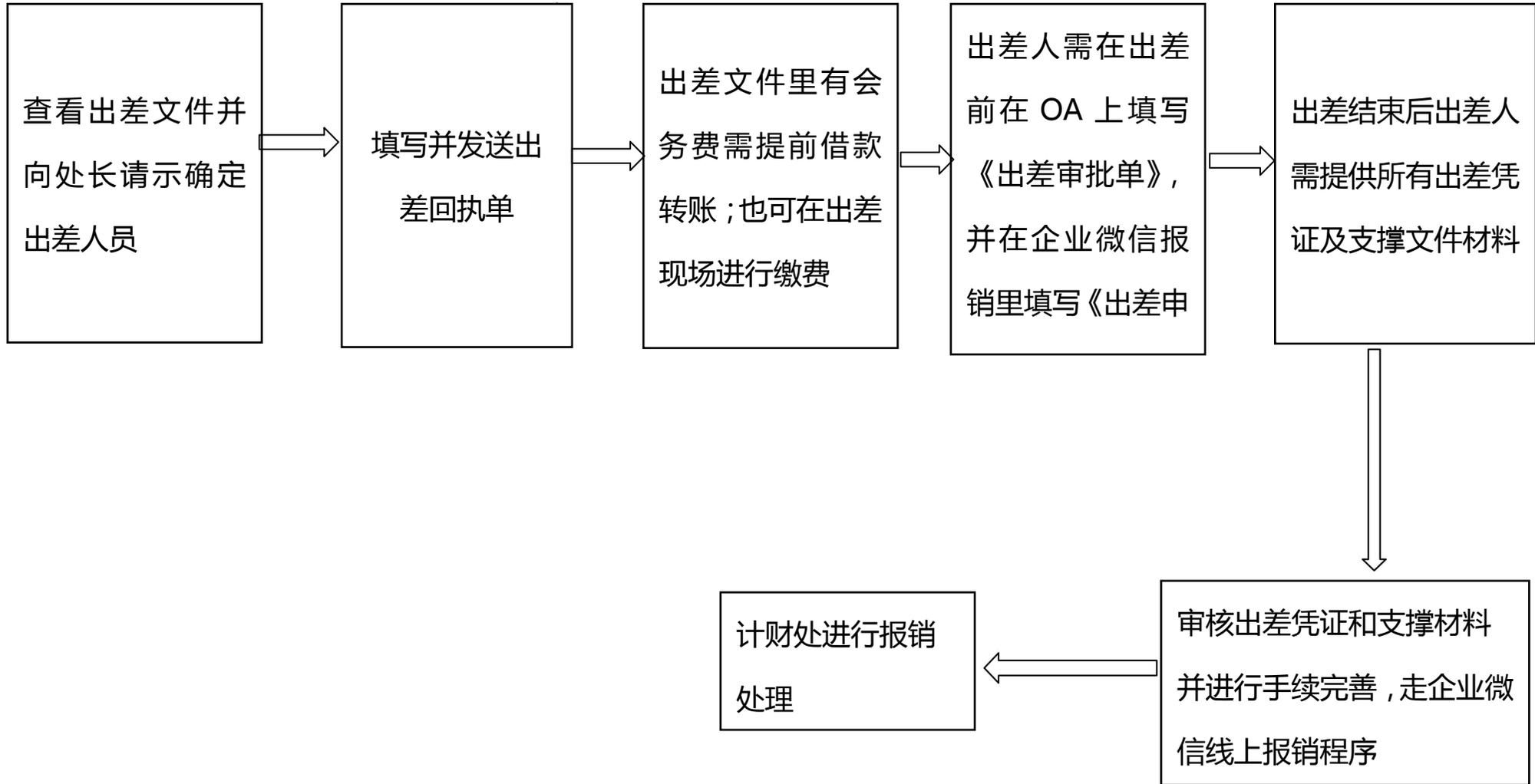
工伤借款、费用报销



内部转账费用报销



出差审核报销流程



九、新闻信息发布

