附件:

湖北美术学院公务接待清单

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **接待单位** |  | | | | | | |
| **来访人员名单** | **序号** | **姓名** | | **职务** | | | **备注** |
| **1** |  | |  | | |  |
| **2** |  | |  | | |  |
| **3** |  | |  | | |  |
| **4** |  | |  | | |  |
| **5** |  | |  | | |  |
| **6** |  | |  | | |  |
| **陪同人员**  **名单** | **1** |  | |  | | |  |
| **2** |  | |  | | |  |
| **3** |  | |  | | |  |
| **接待项目清单** | **序号** | **接待项目** | | **时间** | | **地点** | **费用** |
| **1** |  | |  | |  |  |
| **2** |  | |  | |  |  |
| **3** |  | |  | |  |  |
| **合 计** | | | | | |  |
| **负责人**  **审批意见** | **签字： 日期：** | | | | | | |
| **校领导**  **审批意见** | **签字： 日期：** | | | | | | |
| **经办人** |  | | **联系电话** | |  | | |

说明: 本单一式两份，一份本单位留存，一份交财务处做报销凭证。单次接待费用超过1000元的，需分管校领导在审批意见栏签批意见。