重庆工程学院会议签到表

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| 时间 |  | | | | | | 地点 | |  | | | | |
| 会议  名称 |  | | | | | | | | | | | | |
| 主持人 |  | | | | 参会  领导 | |  | | | | | | |
| 应到人数 | | 人 | | 实到人数 | | | 人 | | | 请假人数 | | | 人 |
| 参会人员签字 | | | | | | | | | | | | | |
| 参会单位 | | | 参会人员 | | | 参会单位 | | | | | | 参会人员 | |
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| 会议记录 | |  | | | | | | 签到人 | | |  | | |

重庆工程学院会议签到表

（迟到、缺席）

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 时间 |  | | | | | 地点 | |  | | | |
| 会议  名称 |  | | | | | | | | | | |
| 主持人 |  | | | 参会  领导 | |  | | | | | |
| 迟到人数 | | 人 | | | | 缺席人数 | | | 人 | | |
| 迟到人员签字、缺席人员登记 | | | | | | | | | | | |
| 参会单位 | | | 迟到人员 | | 参会单位 | | | | | | 缺席人员 |
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| 会议记录 | |  | | | | | 签到人 | | |  | |

重庆工程学院临时会议申请表

|  |  |  |  |
| --- | --- | --- | --- |
| 会议时间 |  | 会议地点 |  |
| 会议名称 |  | | |
| 主持人 |  | 参会人数 |  |
| 参会领导 |  | | |
| 部门负责人签字 |  | | |
| 校领导审批 |  | | |
| 党政办安排会议 |  | | |
| 备注 |  | | |

**重庆工程学院督查督办通知单**

**编号：**

|  |  |
| --- | --- |
| 承办单位 |  |
| 协办单位 |  |
| 承办事项名称 |  |
| 具体内容  (摘要) |  |
| 领导批示 |  |
| 拟办意见 |  |
| 工作完成情况：  承办单位负责人签字  盖章  年 月 日 | |
| 备 注 |  |

重庆工程学院印章刻制启用申请表

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 申请单位 |  | 印章名称 | |  | | |
| 申请人 |  | 保管人 |  | | 数量 |  |
| 事由 |  | | | | | |
| 部门负责人  意见 |  | | | | | |
| 相关部门  负责人意见 |  | | | | | |
| 分管领导  意见 |  | | | | | |
| 党政办公室确认印章全称 |  | | | | | |
| 备注 |  | | | | | |

重庆工程学院印章管理卡

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **印章类别** | | **印章名称** | **保管人** | **领用部门** | **领用人** | **领用时间** | **收回时间** |
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| 样印 |  | | | | | | |

重庆工程学院印章使用登记簿

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **日期** | **编号** | **申请人所在部门** | **申请用章名称** | **用印内容摘要** | **份数** | **审批人** | **经办人** | **用印人** |
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重庆工程学院印章使用申请单

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 单 位 | | |  | | | 印章名称 | |  | |
| 盖章日期 | | |  | | | 使 用 人 | |  | |
| 事由 |  | | | | | | | | |
| 部门负责人签字 | |  | | 分管领导签字 |  | | 党政办主任复核 | |  |
| 院长审批 | |  | | | 董事长审批 | |  | | |

印章借用申请单

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 单 位 | |  | | 印章名称 | |  | | 借用人 | |  |
| 借章日期 | | 年 月 日 至 年 月 日 | | | | | | | | |
| 事由 |  | | | | | | | | | |
| 部门负责人签字 | |  | 分管领导签字 | |  | | 党政办主任复核 | |  | |
| 院长审批 | |  | | | 董事长审批 | |  | | | |

重庆工程学院印章临时交接卡

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **印章交接时间** | | **印章名称** | **保管人** | **接手人** | **监交人** | **交接时间** | **收回时间** |
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| 样  印 |  | | | | | | |

重庆工程学院工作餐申请单

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请单位 |  | | | 接待时间 | |  | | |
| 申 请 人 |  | 接待人数 | |  | | | 陪同人数 |  |
| 接待事由 |  | | | | | | | |
| 部门负责人签字 |  | | 分管领导  审批 | |  | | | |
| 党政办公室审批 |  | | | | | | | |
| 备注 |  | | | | | | | |

存根

重庆工程学院工作餐申请单

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请单位 |  | | | 接待时间 | |  | | |
| 申 请 人 |  | 接待人数 | |  | | | 陪同人数 |  |
| 接待事由 |  | | | | | | | |
| 部门负责人签字 |  | | 分管领导  审批 | |  | | | |
| 党政办公室审批 |  | | | | | | | |
| 备注 |  | | | | | | | |

重庆工程学院接待计划申请表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请单位 | |  | | | | | | 接待时间 | |  | | | |
| 申 请 人 | |  | | | | 接待人数 | |  | | 陪同人数 | |  | |
| 接待事由 | |  | | | | | | | | 接待类型 | |  | |
| 主要招待对象 | 姓 名 | | 单 位 | | | | | | 职 务 | | | 备 注 | |
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| 日程安排 |  | | | | | | | | | | | | |
| 接待费用计划安排 | 接待项目 | | 住宿 | | | 餐饮 | 娱乐 | | 观赏 | | 礼品 | | 合计 |
| 计划金额 | |  | | |  |  | |  | |  | |  |
| 接待费用预计金额（元） | | | | |  | | | | | | | |
| 住宿地点 | | |  | | | 住宿天数 | | | |  | | |
| 用餐地点（可变更） | | | |  | | | | | | | | |
| 部门负责人签字 | |  | | | | | | | | | | | |
| 分管领导  审批 | |  | | | | | | | | | | | |
| 党政办核定接待类型及标准 | |  | | | | | | | | | | | |
| 党政主要  领导审批 | |  | | | | | | | | | | | |
| 备注 | |  | | | | | | | | | | | |

备注: 1.接待支出须事前填表申请；2.重要、重大接待，特殊接待需主要领导签字。

重庆工程学院合同审批表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 合同名称 |  | | | | | | 合同是否续签 | | | |  | | | |
| 对方单位  基本信息 | 单位名称 | |  | | | | | 单位电话 | | | |  | | |
| 单位地址 | |  | | | | | | | | | | | |
| 法人 |  | | 代表 |  | | | | 联系人电话 | | | |  | |
| 签约目的  及合同核心内容 |  | | | | | | | | | | | | | |
| 经办部门 | 党政办 | | |  | |  | | | | 联系电话 | | | |  |
| 使用部门  负责人意见 |  | | | 业务管理部门负责人意见 | |  | | | | 资产管理部门  负责人意见 | | | |  |
| 使用部门  分管校领导意见 |  | | | | | 业务管理部门分管校领导 | | | |  | | | | |
| 采购处意见 |  | | | | | | | | | | | | | |
| 财务处意见 |  | | | | | | | | | | | | | |
| 法务意见 |  | | | | | | | | | | | | | |
| 审计处意见 |  | | | | | | | | | | | | | |
| 董事会领导审批 |  | | | | | | | | | | | | | |
| 办公室主任签字用印 |  | | | | | | | | | | | | | |

重庆工程学院邀请校领导出席活动审批单

邀请单位：（盖章）

|  |  |  |  |
| --- | --- | --- | --- |
| 活动名称 |  | | |
| 活动时间 | 月 日 — 月 日 | | |
| 活动内容 |  | | |
| 拟邀请领导 |  | 是否安排  讲话 |  |
| 邀请出席  时间 | 月 日 时 — 日 时  月 日 时 — 日 时 | | |
| 领导审批  意见 |  | | |
| 党政办公室落实情况 |  | | |