**华南理工大学国内业务接待清单**

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| 来访单位 |  | | | 接待单位 |  | |
| 业务内容 |  | | | | | |
| 就餐时间 |  | 就餐人数 | |  | 就餐地点 |  |
| 就餐费用 |  | | | 经办人 |  | |
| 来访人员信息 | 姓名 | | 单位、职务 | | | |
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| 接待人员信息 | 姓名 | | 单位、职务 | | | |
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| 单位分管负责人  意见 | 签名  日期 | | | 单位主要  负责人  意见 | 签名盖章  日期 | |