黄河水利职业技术学院公务接待用餐审批单

接待部门：（公章）

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| 接待事由 |  | | | | | | | |
| 宾客单位 |  | | | | | | | |
| 宾客姓名 | | | | | | 陪餐人员姓名 | | |
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| 接待部门负责人审批意见 | | |  | | 经办人 | |  | |
| 用餐地点 | | |  | | 用餐时间 | |  | |
| 用餐标准 | | |  | | 酒水安排 | |  | |
| 对口接待  校领导意见 | | |  | | | | | |

备注：报销时需附此用餐审批单