**东北石油大学公务接待申请单**

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| **申请部门** |  | **接待负责人** | |  | |
| **宾客人数** |  | **陪同人数** | |  | |
| **姓名** | **单位** | | **职务** | | **电话** |
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| **接待事由** |  | | | | |
| **接待时间** | 年 月 日 | **公务接待费用** | | 预算费用 元 | |
| **部门负责人审批** |  | | | | |
| **党政办公室审批** |  | | | | |
| **申请部门主管校领导审批** |  | | | | |