**呼伦贝尔职业技术学院公务用车审批单**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 派车序号（由党政办填写） | | |  | | | | 申请日期 | |  | | |
| 申请部门 |  | | | 部门负责人签字 | | | |  | | | |
| 用车事由 |  | | | | | | | | 乘车人数 | |  |
| 用车时间 |  | | | | 出车地点 |  | | | | | |
| 出车司机 |  | | | | | | 车号 | | |  | |
| 出车时间 |  | | | | | | 返回时间 | | |  | |
| 联系人电话 |  | | | | | | 出车公里数 | | |  | |
| 分管院领导审批意见 | |  | | | | | | | | | |
| 院长审批意见： | | | | | | | 党政办负责人签字： | | | | |
| 备注 | | | | | | | | | | | |

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| 院长审批意见： | | | | | | | 党政办负责人签字： | | | | |
| 备注 | | | | | | | | | | | |