附件3：

巢湖学院公务接待汇总单

（ 年 月—— 年 月）

单位：（盖章） 负责人（签字）：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 接待时间 | 来宾单位 | 主要来宾详情 | 来宾人数 | 接待事由 | 接待负责人 | 接待场所 | 费用 |
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