广东碧桂园职业学院接待围餐申请表

年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请部门 |  | | | | 接待人数 | | |  | | | 陪同人数 | | |  |
| 事由及时间： | | | | | | | | | 早餐 | | | 午餐 | 晚餐 | |
| 主要客人单位： | | | | | | | | | | | | | | |
| 主要客人姓名 | | |  | | | 职务 |  | | | | | | | |
| 标准：A类 (80元/人) B类(50元/人) C类(30元/人) 外出接待 | | | | | | | | | | | | | | |
| 部门领导签字 | |  | | 院办领导签字 | | | | | |  | | | | |
| 院领导审批 | |  | | | | | | | | | | | | |

注：表中早、午、晚餐栏及标准栏中按选定内容直接在上面打“√”，最终执行标准按院办领导及院领导审批为准。