**资阳环境科技职业学院文件传阅签**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 来文名称 | |  | | --- | |  | |  | | | | | | | | | | 接文日期 | |  | | |
| 发文部门 |  | | | | | 文号 | |  | | 密 级 | |  | | |
| 党政办主任阅处 |  | | | | | | | | | | | | | |
| 分管领导阅处 |  | | | | | | | | | | | | | |
| 传阅记录 |  |  |  |  |  | |  | |  |  |  | |  |  |
| 阅文日期 |  |  |  |  |  | |  | |  |  |  | |  |  |
| 承办部门处理意见 |  | | | | | | | | | | | | | |
| 存档备注 |  | | | | | | | | | | | | | |