宁波第二技师学院用车申请表

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **申请人** |  | | | | **申请部门** | |  | |
| **用车日期** |  | | | | **申请日期** | |  | |
| **用车人** |  |  | |  | | |  |  |
| **目的地**  **（详细地址）** |  |  | |  | | |  |  |
| **申请原因** |  |  | |  | | |  |  |
| **用车需求** | **（出发、返回时间、随车携带物品等）**  年 月 日 | | | | | | | |
| **部门负责人审批** |  | | | | | | | |
| **分管院长审批** | 年 月 日 | | | | | | | |
|  | **部门接单日期** | |  | | | **受理人** |  | |
| **部门派车记录** |  |  | |  | | |  |  |