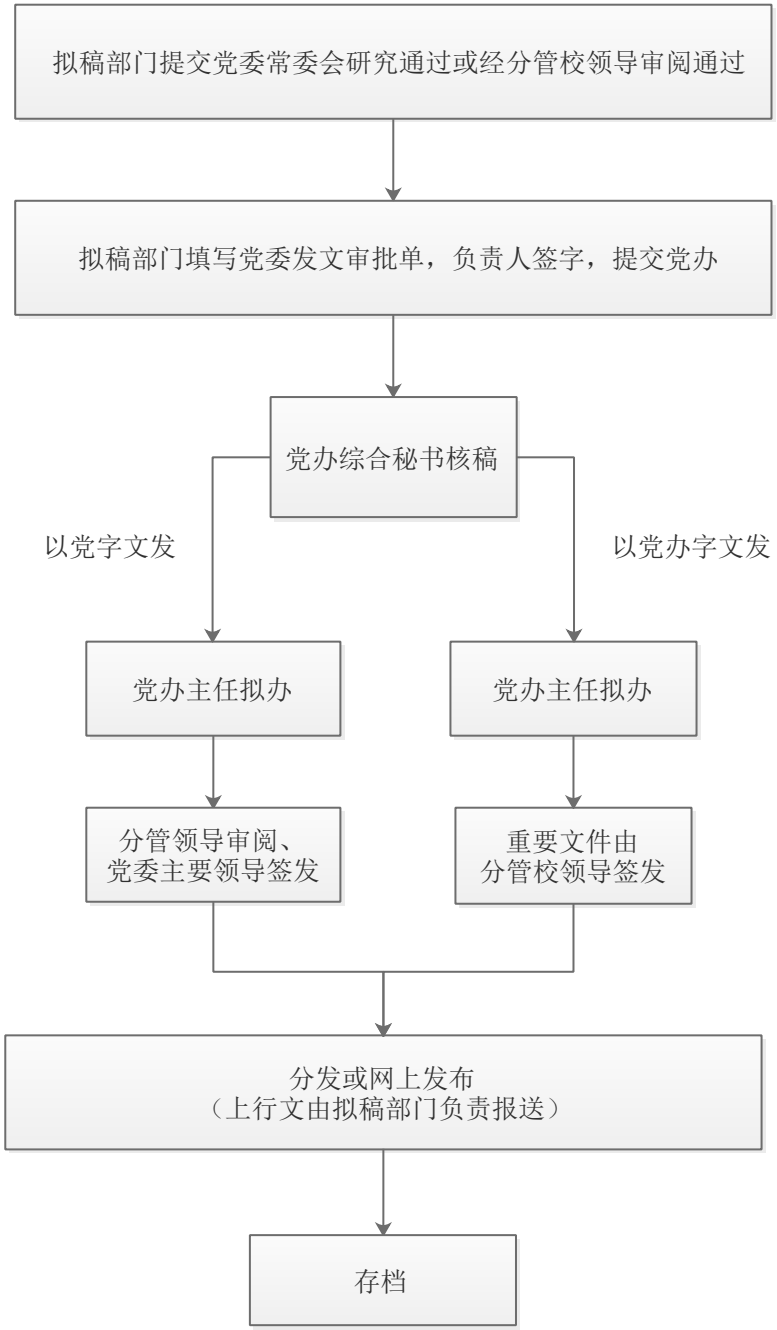学校党的相关公文行文流程（请示报告除外）