大葉大學　簽

承辦人:黃泰元 　分機:1163

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日期：中華民國107年6月25日

簽陳字號：大葉學簽字第1070000503號

主旨：陳本校學生會承辦「社團負責人危機管理培訓」活動實施計畫案，敬請 鑒核。

說明：

     一、本次研習經學生會探勘後選定日月潭青年活動中心舉

辦，相關活動企劃和流程如附陳活動實施計畫。

     二、活動所需經費由「107年度學生事務與輔導工作」

專款支應168,200元、配合款支應245,890元和單位預

算支應91,910元，共計506,000元新台幣。

擬辦：後續相關核銷將依照教育部獎補助私立大專校院學生

事務與輔導工作經費及學校配合款實施要點、本校大

葉大學採購法和教育部補助及委辦計畫經費編列基準

表說明辦理。

附件：企劃書

實體附件：無

流水序號:SN201800753

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| 流程承辦審核歷程列示 |
| 承辦進度 | 承辦人員 | 承辦代理人 | 承辦狀態 | 承辦意見 | 附件說明 | 送達日 | 承辦日 |
| 承辦人創稿/修改　 | 黃泰元 　 | 　 | 擬/陳核　 | 送出審核　 | 　 | 2018/06/1515:38:17 　 | 2018/06/1913:34:58 　 |
| 直屬主管審核　 | 林作慶 　 | 　 | 擬如擬　 | 　 | 　 | 2018/06/1913:34:58 　 | 2018/06/1914:51:51 　 |
| 單位主管審核　 | 黃娟娟 　 | 　 | 擬如擬　 | 　 | 　 | 2018/06/1914:51:51 　 | 2018/06/1917:02:11 　 |
| 不同單位會簽流程　 | 　 | 　 | 　 | 　 | 　 | 2018/06/1917:02:12 　 | 　 |
| 會計室 會辦登記桌分文　 | 洪秋華 　 | 　 | 分文/送出　 | 分文處理　 | 　 | 2018/06/1917:02:13　 | 2018/06/2008:23:47　 |
| 第一組 會辦登記桌分文　 | 洪秋華 　 | 　 | 分文/送出　 | 分文處理　 | 　 | 2018/06/2008:23:47　 | 2018/06/2008:27:38　 |
| 第一組 會辦承辦人審核　 | 柯淑智 　 | 　 | 敬悉　 | 　 | 　 | 2018/06/2008:27:38　 | 2018/06/2010:54:01　 |
| 第一組 會辦直屬主管審核　 | 陳麗梅 　 | 　 | 敬悉　 | 　 | 　 | 2018/06/2010:54:01　 | 2018/06/2011:08:51　 |
| 會計室 會辦主管審核　 | 宋進忠 　 | 　 | 敬悉　 | 　 | 　 | 2018/06/2011:08:51　 | 2018/06/2014:56:46　 |
| 秘書室綜合業務組　 | 林淑燕 　 | 　 | 轉陳　 | 　 | 　 | 2018/06/2014:56:46 　 | 2018/06/2113:50:16 　 |
| 主秘　 | 侯雪娟 　 | 　 | 擬如擬　 | 　 | 　 | 2018/06/2113:50:16 　 | 2018/06/2200:02:55 　 |
| 副校長核決　 | 陳明印 　 | 　 | 擬如擬　 | 　 | 　 | 2018/06/2200:02:55 　 | 2018/06/2210:50:00 　 |
| 校長　 | 梁卓中 　 | 　 | 如擬　 | 請注意全體人員之安全　 | 　 | 2018/06/2210:50:00 　 | 2018/06/2517:04:07 　 |
| 回閱　 | 林作慶 　 | 　 | 敬悉　 | 　 | 　 | 2018/06/2517:04:08 　 | 2018/06/2610:30:46 　 |
| 回閱　 | 黃娟娟 　 | 　 | 敬悉　 | 　 | 　 | 2018/06/2517:04:08 　 | 2018/06/2609:33:56 　 |
| 回閱　 | 陳麗梅 　 | 　 | 敬悉　 | 　 | 　 | 2018/06/2517:04:08 　 | 2018/06/2517:22:52 　 |
| 回閱　 | 宋進忠 　 | 　 | 敬悉　 | 　 | 　 | 2018/06/2517:04:08 　 | 2018/06/2608:56:00 　 |
| 回閱　 | 侯雪娟 　 | 　 | 敬悉　 | 　 | 　 | 2018/06/2517:04:08 　 | 2018/06/2519:43:36 　 |
| 回閱　 | 陳明印 　 | 　 | 敬悉　 | 　 | 　 | 2018/06/2517:04:08 　 | 2018/06/2517:11:28 　 |
| 回閱　 | 施學誠 　 | 　 | 敬悉　 | 　 | 　 | 2018/06/2517:04:08 　 | 2018/06/2518:08:14 　 |

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