**文件审批表**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **文件名称** |  | | | | | |
| **来文部门** |  | **经办人** |  | | **部门负责人** |  |
| **是否用印** | **是□ 否□** | **呈送日期** |  | | **要求完成日期** |  |
| **文件类型** | **普通文件□ 红头文件□** | | | | | |
| **文件简述** |  | | | | | |
| **党政办**  **办文意见** |  | | | | | |
| **审批意见** | | | | | | |
| **分管部门** |  | | | | | |
| **分管院长** |  | | | | | |
| **院长** |  | | | | | |
| **党委书记** |  | | | | | |
| **理事会**  **意见** |  | | | | | |
| --- 文件处理情况 --- | | | | | | |
| **文件编号** |  | | **文件类型** |  | | |
| **接收人** |  | | **存档日期** |  | | |