海南经贸职业技术学院

公务车辆派车申请单

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **申请人所属部门** |  | | | **用车申请人及联系电话** | |  | |
| **用车日期** | 年 月 日 | | | **用车时间** | | \_\_\_\_时至\_\_\_\_时 | |
| **行驶目的地** |  | | | | | | |
| **用车事由** |  | | | | | | |
| **所属部门**  **负责人签字** |  | | | | | | |
| **党政办公室**  **负责人签字** |  | | | | | | |
| **出车司机** |  | **车辆牌号** |  | | **本次行驶**  **公里数** | |  |
| **行政科负责人存档** | |  | | | | | |