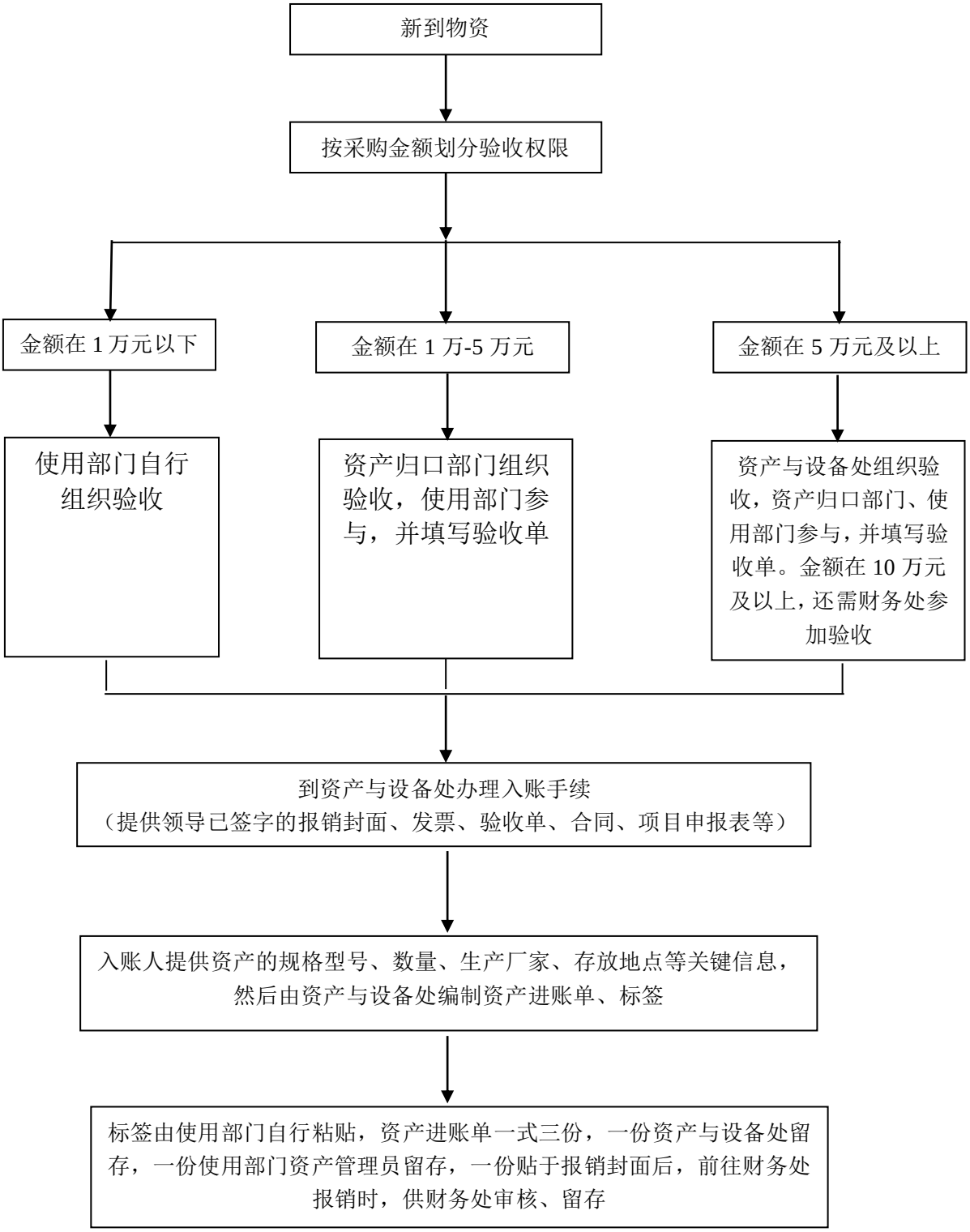滁州学院资产验收、入账工作流程