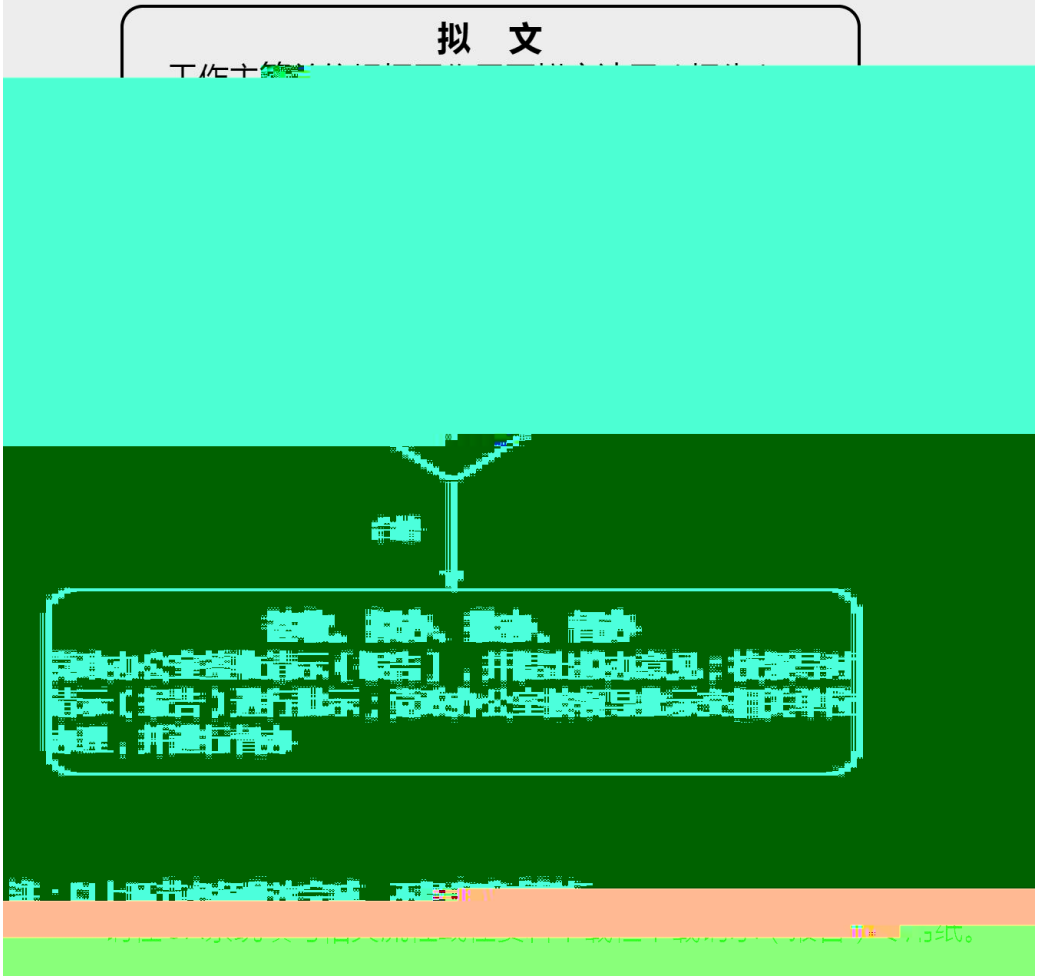送阅校内请示（报告）流程图