**天津工业大学工作餐审批单**

年 月 日

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **部门名称** |  | | | **加班时间** | 年 月 日 | | |
| **加班人数** | 人 | | | **用餐标准** | 元/人 | | |
| **加班内容** |  | | | | | | |
| **加班人员名单** | | | | | | | |
|  |  |  | |  | |  |  |
|  |  |  | |  | |  |  |
|  |  |  | |  | |  |  |
|  |  |  | |  | |  |  |
|  |  |  | |  | |  |  |
|  |  |  | |  | |  |  |
|  |  |  | |  | |  |  |
|  |  |  | |  | |  |  |
|  |  |  | |  | |  |  |
| **合计金额** | **（大写）** | | | | | | |
| **备 注** |  | | | | | | |
| 经手人： | | | 本单位主要负责人：  （部门公章） | | | | |
|  | | |