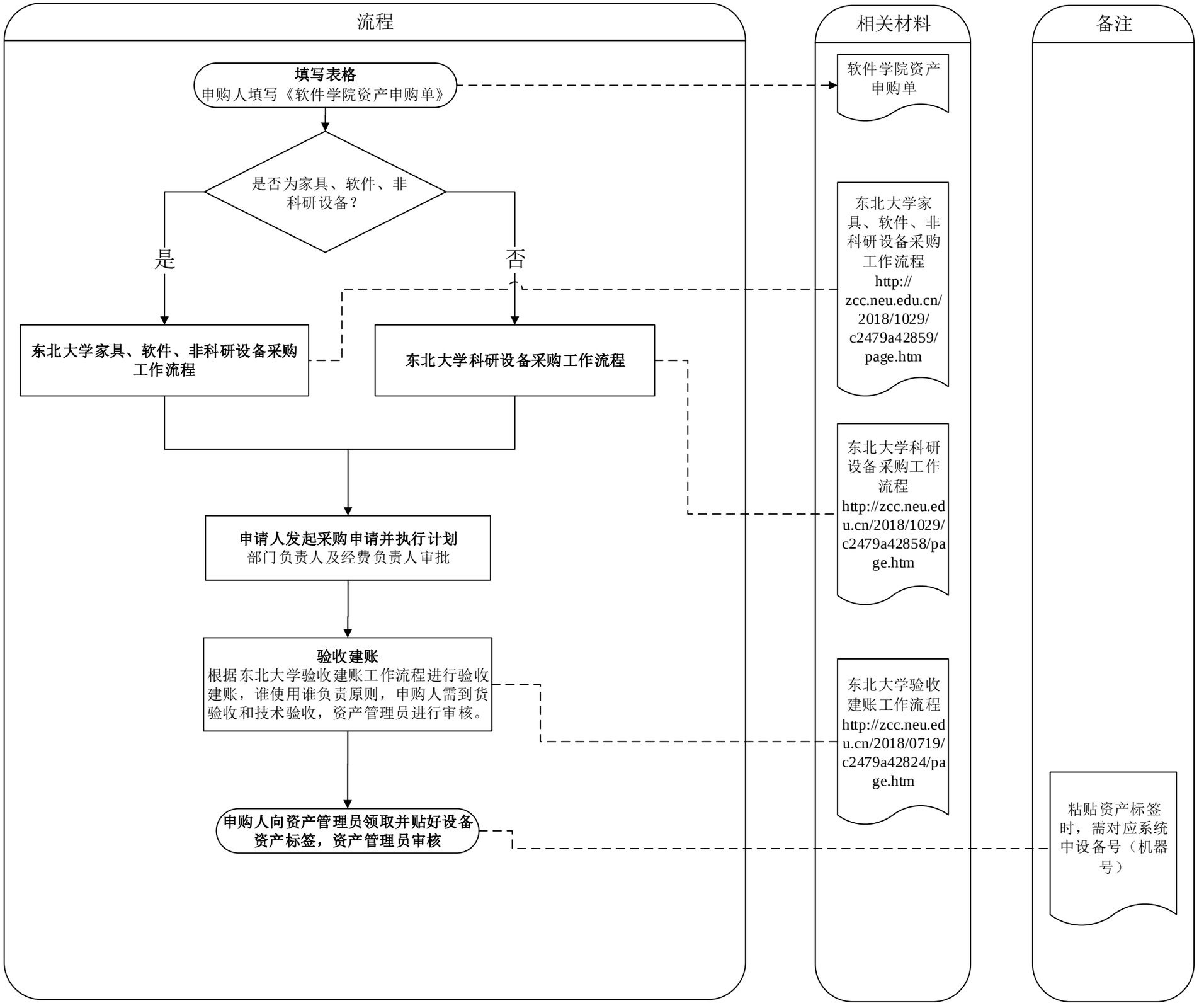软件学院资产采购审批流程