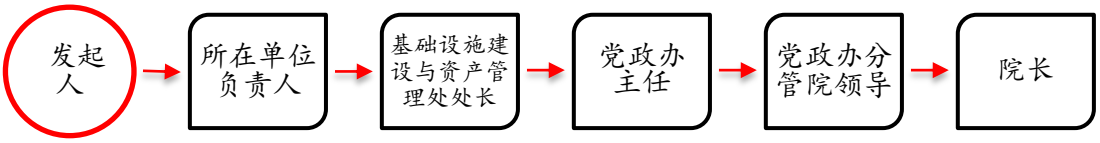
1.办公机具申请流程

2.办公用房申请流程