请双面打印

**清华大学合同备案流程单**

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| **1.备案申请栏（合同承办单位填写）** | | | | | | | | |
| **承办单位** |  | | **报送时间** | | | |  | |
| **经办人** |  | | **联系方式** | | |  | | |
| **合同名称** |  | | | | | | | |
| **合同份数** |  | | | | | | | |
| **相关材料明细** | **1.** |  | **页数** |  | **原件/复印件** | | |  |
| **2.** |  | **页数** |  | **原件/复印件** | | |  |
| **3.** |  | **页数** |  | **原件/复印件** | | |  |
| **4.** |  | **页数** |  | **原件/复印件** | | |  |
| **承办单位负责人意见** | **负责人签字(加盖公章)：**  **年 月 日** | | | | | | | |
| **2.备案栏（归口管理部门填写）** | | | | | | | | |
| **经办人** |  | | **联系方式** | | |  | | |
| **接收时间** |  | | **完成时间** | | |  | | |
| **文件编号** |  | | | | | | | |
| **归口管理部门负责人意见** | **负责人签字(加盖公章)：**  **年 月 日** | | | | | | | |