附件：

资产经营有限公司临时性专项工作审批表

**申请部门：**  **日期：**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **工作名称** | |  | | | **工作类别** | |  | | |
| 专项工作简介： | | | | | | | | | |
| **序号** | **姓 名** | | **人员类别** | | | **标准** | | **工作时长** | **放发金额** |
| 1 |  | |  | | |  | |  |  |
| 2 |  | |  | | |  | |  |  |
| 3 |  | |  | | |  | |  |  |
| 4 |  | |  | | |  | |  |  |
| 5 |  | |  | | |  | |  |  |
| **发放金额合计** | | | | | | | |  | |
| **部门申报意见** | | | |  | | | | | |
| **行政人事部审核意见** | | | |  | | | | | |
| **财务部审核意见** | | | |  | | | | | |
| **分管领导审核意见** | | | |  | | | | | |
| **分管财务领导审核意见** | | | |  | | | | | |
| **总经理审核意见** | | | |  | | | | | |

工作类别：外请人员劳务、公司内临时抽调人员专项工作、公司各部门业务类加（值）班。

人员类别：公司员工，外请专业教师、专业技术人员、一般性工作人员、小时工或项目包干。