教职工周转房办理流程

|  |
| --- |
| 退房流程 |

|  |
| --- |
| 入住流程 |

|  |
| --- |
| 填写教职工周转房申请表、进行房查并打印 |

|  |
| --- |
| 所在部门签署意见（特殊情况校领导批准意见） |

|  |
| --- |
| 资产与后勤管理处查房 |

|  |
| --- |
| 水、电、气费用交接 |

|  |
| --- |
| 资产与后勤管理处审核 |

|  |
| --- |
| 物品确认单签字 |

|  |
| --- |
| 校园网公示一周 |

|  |
| --- |
| 往来结算单签字 |

|  |
| --- |
| 交钥匙 |

签周转房租凭协议、领钥匙

|  |
| --- |
| 财务处交押金 |

|  |
| --- |
| 财务审核退押金 |