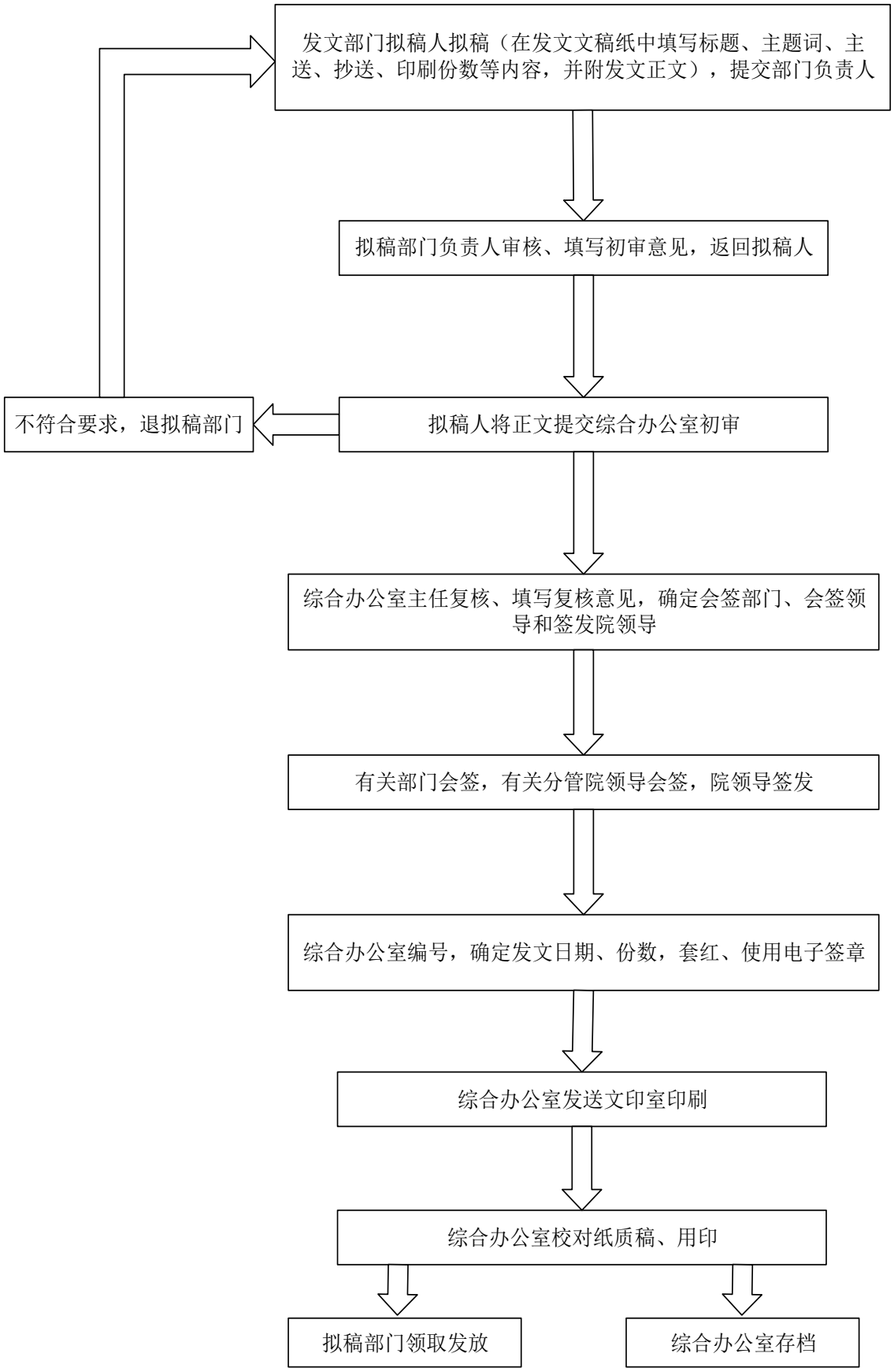南京财经大学红山学院公文发文管理流程图