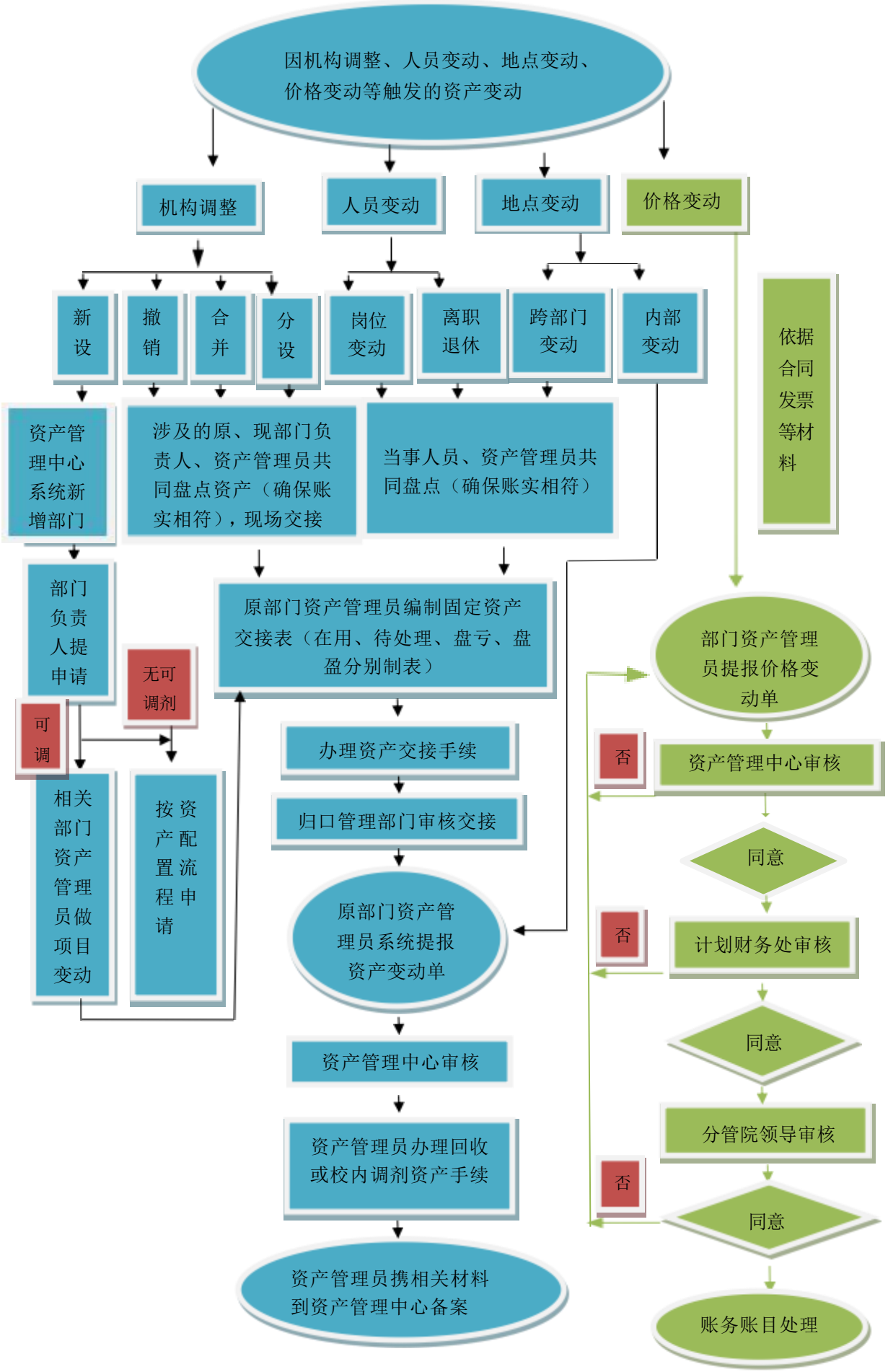潍坊工程职业学院资产变动工作流程图