**公用房调配审批表**

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| **调配单位** | **楼房号** | **面积** | **内部配置** | **具体用途** |
|  |  |  |  |  |
| **调配事由说明** |  | | | |
| **调配单位** | **经办人：** | | | |
| **负责人审核：** | | | |
| **资产管理处** | **经办人：** | | | |
| **负责人审批：** | | | |
| **备注** | **如有相关批示文件或会议纪要，需另附说明。** | | | |

**业务办理日期：**