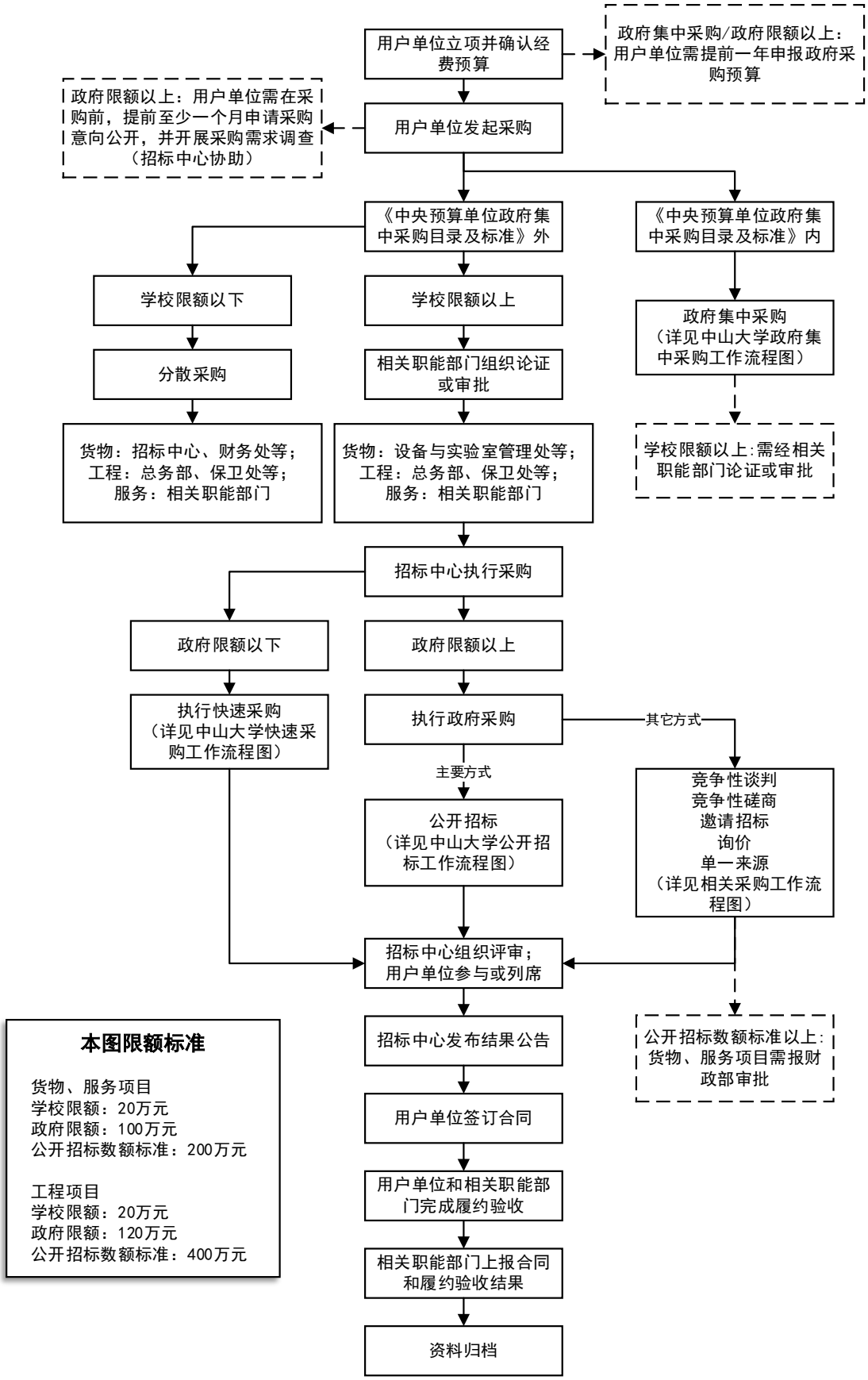中山大学采购工作流程图