厦门华锐莱普顿学校

校内办事指南

Chiway Repton School Xiamen(CRS)

Internal Services Directory

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修订记录 Revision Records

日　期 Date	修订状态 Revision Status	修改内容 Content Modification	修改人 Modifier	审核人 Reviewer	批准人 Approved by

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Part 1: CRS Department Services Contact List

第二部分：**CRS** 人事事务办事指南

Part 2: CRS Human Resource Affairs Guidance

第二部分:目录 Content

一、 员工请假流程 Employee Leave Application

员工应通过在线 OA 系统申请休假，并需在审批通过后方可休假。未按学校规定请假流程执行的，按旷工处理。

Employees should apply for leave through the online OA system, and the leave can only be taken after approval. Those who take leave having failed to apply for it according to the school regulations shall be treated as absentees.

1. 登录 OA 账号，网址 http://oa.chiway.com.cn/login/Login.jsp?

   Log in to OA account，Web：http://oa.chiway.com.cn/login/Login.jsp?
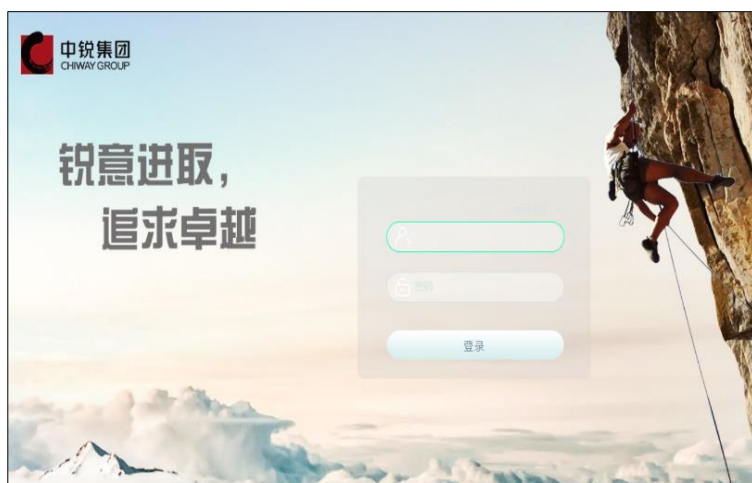
2. 点击"流程"，进入"新建流程"页面

   Go to the "New Process" page by clicking "Process"

3. 选择: 学校人力资源管理类-员工请假申请表

   Choose the: Human Resources-Leave Application Form

4. 填写信息，提交申请。（请假类型，假期开始和结束的时间，请假事由，如病假需提

交医院病假证明；婚假需提交结婚证；产假需提交产假证明等相关附件）

Fill in the information and submit the request. (Type of leave, start and end Time, Reasons for leave, relative attachments like doctor issuing leave certificate or marriage certificate and new-birth certificate to support sick leave, marriage leave maternity leave application etc.)
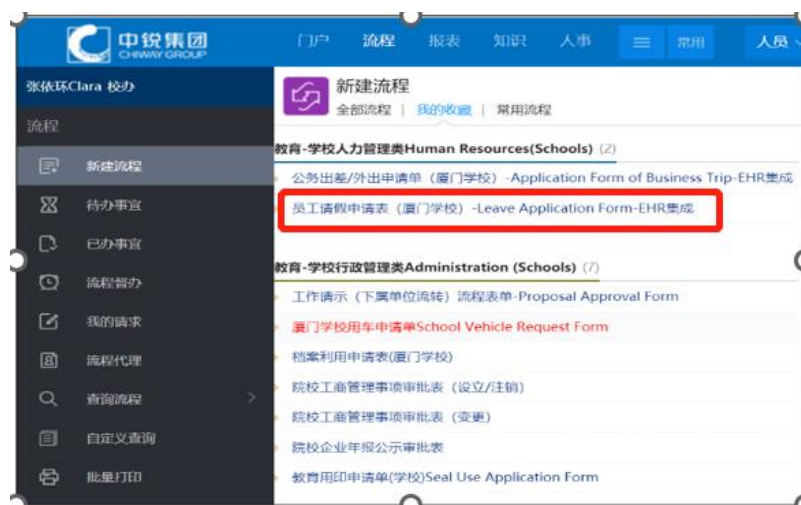

5. 部门领导、人力资源部审批，分管校长审批 (按权责手册自动流转)

   Request will be approved by department leader and Director of Human Resources and respective Principals. (OA process running automatically according to School Rights and responsibilities manual).

6. 超过 5 天的长假，需由上一级领导审批。

   Long leave exceeding 5 days shall be approved by the leaders at the next higher level

二、公务出差申请 Business Trip Application

1. 登录 OA 账号，网址 http://oa.chiway.com.cn/login/Login.jsp?

   Log in to OA account，Web：http://oa.chiway.com.cn/login/Login.jsp?

2. 点击"流程"，进入"新建流程"页面

   Go to the "New Process" page by clicking" Process"

3. 选择：学校人力资源管理类-公务出差/外出申请单

   Choose: Human Resource-Application Form for Business Trip

公务出差申请单
Application Form for Business Trip

4. 填写信息，选择国内出差、国外出差或外出，出差需要填目的地，开始和结束时间，出差事由，并上传附件比如邮件通知、会议通知等，再提交申请。

   Fill in the information, choose business trip in Mainland, Overseas Business trip or business trip in the city, destination, departure/return time, Business Purpose, relative attachments to support your trip such as email notice, meeting notice, then submit the request.

5. 等待审批，及时查看流程所在审批节点，提醒相关审批领导。

   Waiting for approval, check the process node in time and remind the corresponding approver.

6. 批复后，将已批复的 OA 转给校办行政人员，以便预定机票和酒店。具体流程，请参看校办出差票务预定流程。

   After approval, please forward approved OA to School Office administrative staff to start booking your flight and hotel. For details, please refer to School Office Business travel ticket booking process.

三、 搜索通讯录和组织架构 Search contacts and Org Chart

员工可以通过钉钉系统上查找学校联系人和联系方式及组织架构。Employee can search school contract number and telephone and organization chart through Dingtalk.

1. 下载钉钉系统。登录后打开搜索符号，键入想搜索的姓名的拼音或者英文名，点击即可。

   Download the Dingtalk system. Once you're signed in, open the search symbol, type the pinyin or English name of the name you want to search for, and tap search.

比如：查找**联络人**

方法一：消息——搜索入口，直接输入姓名的简拼，即可从列出的名单中找到对方

For Example: Find a contact of 周冬妮 or Nico

Method 1: Message - Search the portal, enter the name directly, you can find each other from the list
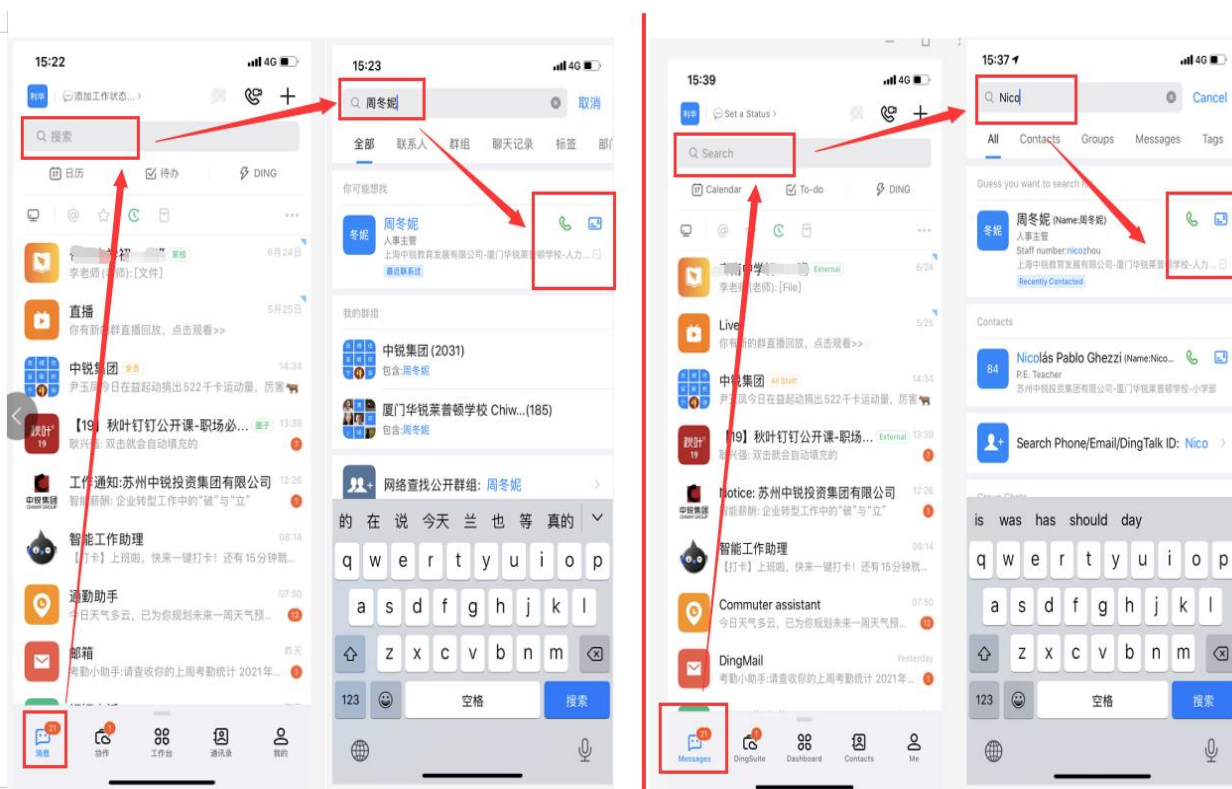
方法二：通讯录——组织架构

Method 2: Contacts - Organizational Structure

2. 可以使用钉钉系统的办公电话来联系员工。
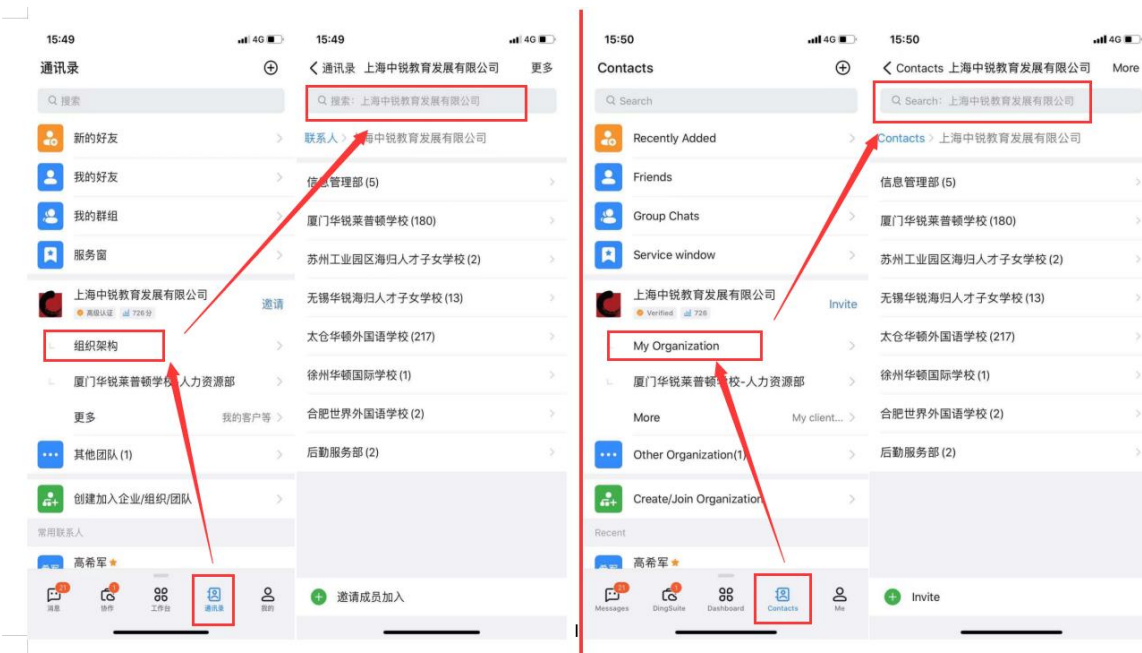
点击智能办公电话——员工免费

点击网络电话——需要流量

2、Office phone

Smart Office Phone - Employees are free

Internet telephony - use traffic

四、 个人培训申请 Employee Training Application

1、参加外部培训并由学校承担培训费用的员工必须提前提交 OA 申请（厦门华锐莱普顿学校培训申请表）。如果员工由于一些短期培训计划而缺勤，则必须获得所在部门的部门主管和分管校长、总校长的批准。

Employees who participate in external training with the cost borne by the school must submit the training application form in advance. If employees need to be absent from daily work for some short-term training programs, approval must be obtained from the Head of Department, the Principal in charge and the General Principal.

2、参训员工须提前提交 OA 申请（厦门华锐莱普顿学校培训申请表）。审批完成后培训开始前，至人力资源部签订【培训服务协议】，此协议作为参训人员劳动合同的附件。【培

训服务协议】规定了培训费用的范围、培训后服务期限。如员工服务年限未满，因个人原因离职，须按协议规定向学校支付一定的培训补偿费。

Employees who need to participate the training must submit an OA application (Chiway Repton School Xiamen Training Application Form) in advance.After the training application is approved and before the kick-off of training, employees shall sign the "Training Service Agreement" with the HR department. This agreement shall be attached to the trainee's labour contract. The "Training Service Agreement" establishes the scope of the training fee and the service period. If an employee leaves for personal reasons before the end of his/her service period, he/she will be required to pay a certain amount of training compensation to school according to the agreement.

3、关于外部培训，主要用于知识、技能、管理能力的提升，需与工作职能密切相关；包括但不限于因培训产生的培训师资费、教材费、场地使用费、设备费、差旅费、住宿费、餐费等，培训如涉及外地需走出差申请。

Regarding to external training, it is mainly used for the enhancement of knowledge, skills and management ability, and needs to be closely related to employee's current position; including but not limited to the trainer's fee, teaching materials, venue usage fee, equipment fee, travel, accommodation fee, meal fee, etc., and the training needs to be applied for business trip if it is outside of current city.

4、具体流程如下：Detailed as flows:

1）登录 OA 账号，网址 http://oa.chiway.com.cn/wui/main.jsp。

Log in to OA account，Web：http://oa.chiway.com.cn/wui/main.jsp
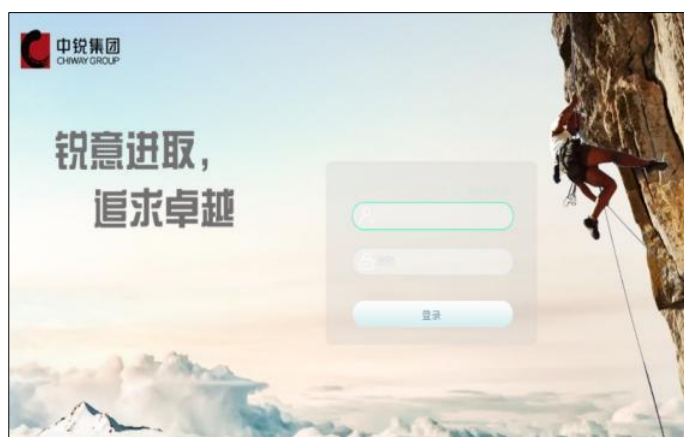
2）点击"流程"，进入"新建流程"页面。

Go to the "New Workflow"page by clicking "Flow".
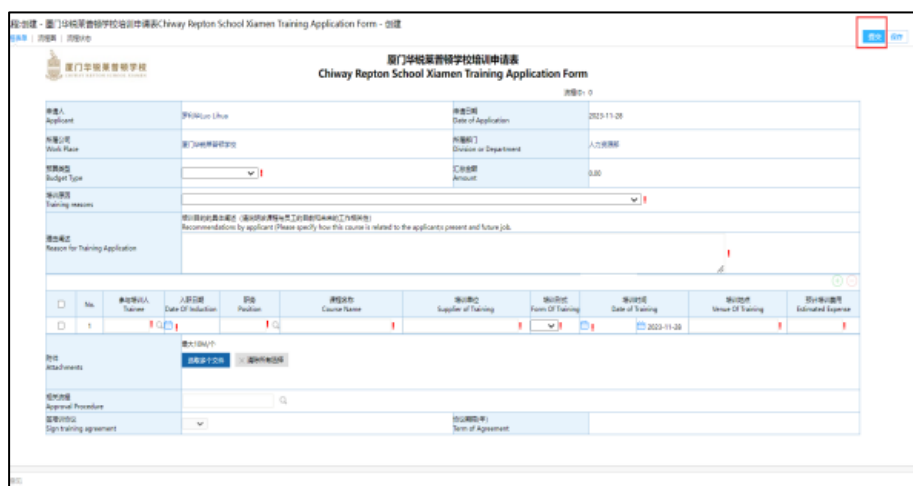
3）选择: 学校人力资源管理类-厦门华锐莱普顿学校培训申请表。

Choose Human Resources-Chiway Repton School Xiamen Training Application Form.

4）填写信息，提交申请。（培训原因，培训理由阐述，参与培训人，课程名称，培训单位，培训地点，培训形式，培训费用，相关附件等）。

Fill in the information and submit the request. (Reason for training, description for training, participants, course title, training organization, training venue, training format, training costs, relevant attachment, etc.).

5）等待审批，及时查看流程所在审批节点，提醒相关审批领导。

Waiting for approval, check the process node in time and remind the corresponding approval

6）批复后，携带 OA 办结（厦门华锐莱普顿学校培训申请表）到人事部办公室北校区 B304 签订【培训服务协议】。

After the approval, bring the OA form (Chiway Repton School Xiamen Training Application Form) to the HR Office North Campus, B304, to sign the [Training Services Agreement].

7）教职工全面达成培训目标，取得相应的毕（结）业证书，应当将相关毕（结）业证明扫描发送至人事部相关负责邮箱：nicozhou@chiway-repton.com。

Faculty and staff members who have fully achieved the training objectives and obtained the corresponding graduation (completion) certificates should scan and send the relevant graduation (completion) certificates to HR department via email:nicozhou@chiway-repton.com.

五、 行政员工每日考勤记录 Administrative staff Daily Attendance

1. 行政员工考勤以钉钉打卡方式进行，每天考勤 2 次：上班和下班各一次。

Attendance for non-teaching staff will be recorded through the platform Dingtalk, twice a day, once for clocking in and again for clocking out.

2. 如漏打卡，可本人在钉钉上发起补卡申请，写明时间和原因，由主管审批后，HR 存档。

If you miss punch card, you can initiate a replacement card application on Dingtalk, write down the time and reason, by the supervisor after approval for HR archive

3. 员工须亲自打卡，严禁委托他人打卡或伪造考勤打卡记录

Employees must register themselves. It is strictly forbidden to entrust others with registering on your behalf or to forge attendance and registration records.

第三部分：**CRS** 行政事务办事指南

Part 3: CRS Administration Affairs Guidance

第三部分：目录 Contents

一、学校公务车申请 School Vehicle Use Application

二、用印申请 Seal Use Application

三、合同审批（含用印） Contract Approval and Seal Application

四、档案利用(含用印)申请 Archive Using and Seal Application

五、工作请示流程 Work Proposal Approval

六、会议组织及会议室预定 Meeting Arrangement and Meeting Room Reservation

七、公务出差票务预定 Business Travel Ticket booking

八、嘉宾卡、礼品领用 Guest Card/Gift Application

九、公文/制度发布 Official Document and Regulation Release

十、名片申请 Business Card Application

十一、顺丰快递服务 SF Express Delivery Service

一、 学校公务车申请流程 School Vehicle Use Application

学校公务车是指学校配备的用于定向保障公务活动的机动车辆，仅限学校教职员工及学生申请使用。School official car, refers to the vehicle provided by school for work activities, which can only be used by school staff and students.

① 登录 OA 账号，网址 http://oa.chiway.com.cn/login/Login.jsp?

Log in to OA account，Web：http://oa.chiway.com.cn/login/Login.jsp?
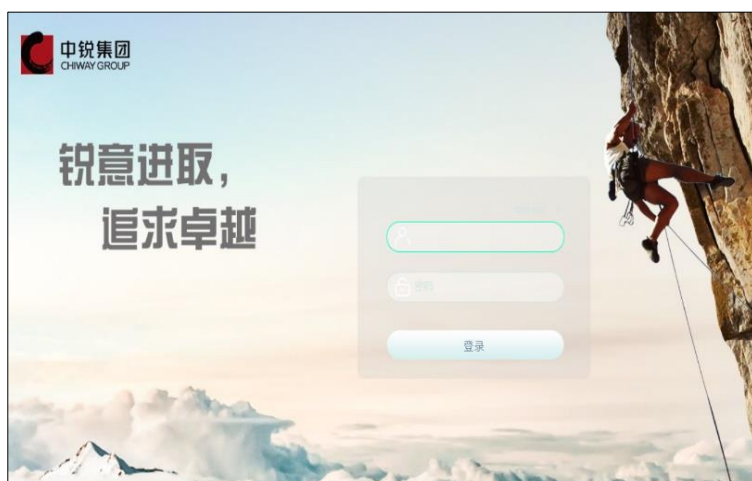
② 点击"流程"，进入"新建流程"页面

Go to the "New Process" page by clicking" Process"

③ 选择: 学校行政管理类-厦门学校用车申请单

Choose the: Administration-School Vehicle Request
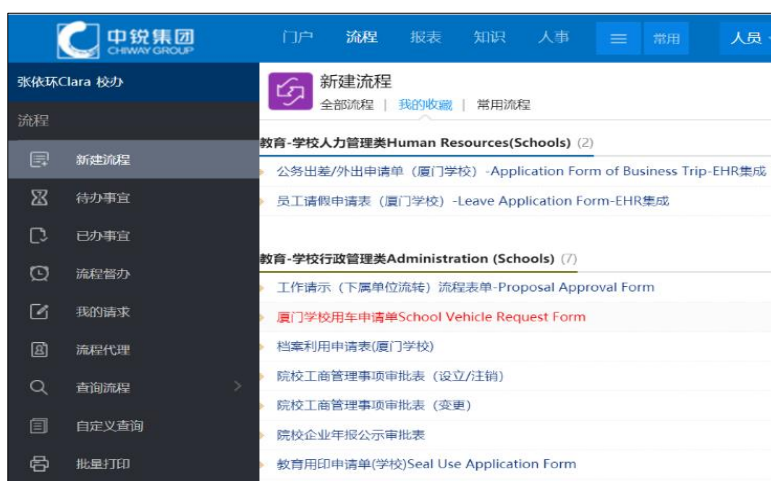
④ 填写信息，提交申请。（用车人姓名，人数，类型，出发地，目的地，申请事由，相关附件等）

Fill in the information and submit the request. (Passenger name, numbers, trip(s) type,

place of pick-up, destination, purpose of the trip and relative attachments)

⑤ 部门领导、校办主任审批，用车管理员派车 (自动流转)

Request will be approved by department leader and Director of School Office, arranged by vehicle coordinator. (OA process running automatically).

⑥ 收到司机信息，申请 OA 完成。

Receive the driver's information and the online application completed

二、用印申请 Seal use application

① 登录 OA 账号，网址 http://oa.chiway.com.cn/login/Login.jsp?

Log in to OA account，Web：http://oa.chiway.com.cn/login/Login.jsp?

② 点击"流程"，进入"新建流程"页面

Go to the "New Process" page by clicking" Process"

③ 选择：学校行政管理类-教育用印申请单

Choose: Administration-Seal use application Form

④ 填写信息，上传附件，提交申请。请注意：用印需上传填写完整的文件，空白文件不可用印。

Fill in the information, upload the relative attachments and submit the request. remind: please upload a complete document, a blank document will not be allowed for sealing.

⑤ 等待审批，及时查看流程所在审批节点，提醒相关审批领导。

Waiting for approval, check the process node in time and remind the corresponding approver.

⑥ 批复后，携带需盖章的资料到校办办公室南校区 A203 用印。

After approval, go to School office A203 South Campus to have your document stamped.

三、合同审批（含用印）申请 Contract approval and seal application

① 登录 OA 账号，网址 http://oa.chiway.com.cn/login/Login.jsp?

Log in to OA account，Web：http://oa.chiway.com.cn/login/Login.jsp?

② 点击"流程"，进入"新建流程"页面

Go to the" New Process" page by clicking" Process"

③ 选择：学校合同管理类-教育合同申请表

Choose: Contract Management-Contract approval Form

④ 填写信息，上传附件，提交申请。

Fill in the information, upload the relative attachments and submit the request.

⑤ 等待审批，及时查看流程所在审批节点，提醒相关审批领导或根据相关意见进行修订合同，以免延误。

Waiting for approval, check the process node in time and remind the corresponding approver or amend the contract according to relevant opinions to avoid delay.

⑥ 经办人修订环节：上传最终版的合同至"经办人修订"栏，点击"修订"。

Revision node: upload the final version of contract in the column of amending, then click" Revision" to keep the process running.

⑦ 印章管理员批复后，携带需盖章的合同到校办办公室南校区 A203 用印。

After approved by seal administrator, go to School office A203 South Campus to have your contract stamped.

⑧ 双方签字盖章后，需在合同审批表里上传签署版合同。

After being signed and sealed by both sides, upload the contract in the column of SIGNED CONTRACT.

四、 档案利用申请 Archive using and seal application

档案是指学校在经营活动中直接形成的记录各项活动的真实内容和过程并具有保存利用

价值的各类文件材料。（包括纸质文件、图纸、方案、软件、图片、音像、实物等不同形式的历史纪录），常用档案包括学校营业执照、办学许可、合同、文件纪要等。

Archives refer to all kinds of documents and materials directly formed in the school activities to record the true content and process of various activities and have the value of preservation and utilization. (including paper documents, drawings, schemes, software, pictures, audio and video, physical and other forms of historical records), commonly used files include school certificates, contracts, documents and minutes, etc.

① 登录 OA 账号，网址 http://oa.chiway.com.cn/login/Login.jsp?

Log in to OA account，Web：http://oa.chiway.com.cn/login/Login.jsp?

② 点击"流程"，进入"新建流程"页面

Go to the "New Process" page by clicking "Process"

③ 选择：学校行政管理类-档案利用申请表

Choose: Administration-Archive using application form

④ 填写信息，上传附件，提交申请。(利用目的栏备注是否需盖章)

Fill in the information, upload the relative attachments and then submit the application. Note in the "using purpose" column if need the seal.

⑤ 等待审批，及时查看流程所在审批节点，提醒相关审批领导。

Waiting for approval. please check the process node and remind the corresponding approver.

⑥ 批复后，档案管理员将提供电子版档案，如需盖章可打印电子版档案到校办办公室南校区 A203 用印。

After approved, E-archive will be provided by archivist and if the s is required, paper archive should be printed out to have stamp in school office A203 South Campus.

中锐集团
CHIWAY GROUP

档案利用申请表

流程ID:361630

申请人	吕辉Lavin	申请日期	2021-07-14
所属公司	厦门华锐莱普顿学校	所属部门	后勤部
档案存放地点	跨部门	利用方式	复印件
利用档案类型	权证管理类（营业执照、办学许可、商标证、车辆资料、项目权证类、法定代表人身份证件复印件等）		
档案所属公司	厦门市集美区华锐莱普顿幼儿园有限公司		
是否需要领导层身份证原件	否		
身份证所属人（可以多选）		受托办理事项情况报告下载	
利用目的	应教育部要求，做好校门报警监控项目相关事宜的通知，现在需要跟电信签订合同，电信公司需要把学校信息录入系统，需要厦门市集美区华锐莱普顿幼儿园有限公司的营业执照和办学许可的扫描件。望批准！		
相关流程			
相关附件	📄 附件1：市直属学校（单位）新校门监控项目... 29K ⬇ 📊 附件2：市直属学校（单位）校门监控清单.xl... 13K ⬇ 📄 关于做好校门报警监控项目相关事宜的通知... 22K ⬇ ↓ 全部下载		

外借法定代表人身份证件原件时，需附上办理事项的批准文件，且归还时需提交《受托办理事项情况报告》

意见 ｜ 与我相关

张依环Clara 校办		2021-07-15 10:18:39 [档案管理员 / 档案借阅]
	系统自动批准 接收人：吕辉Lavin	
王雅斯wangyasi 校办	接收人：张依环Clara	2021-07-15 10:18:36 [校办主任 / 批准]

五、 工作请示流程 Work proposal approval process

工作请示是本人或本部门向上级领导请求对某项工作、问题作出指示，对某项政策界限给予明确，对某事予以审核批准时使用的一种请求性公文。需要工作请示的事宜包括并不限于：超出本人或本部门权责范围的问题；涉及方针、政策界限等方面的重要问题；工作中遇到新的情况和困难，按照原规定难以处理；涉及需要跨部门协调、协作的问题。

Work proposal is a requesting official document used when oneself or the department request instructions, clarify the boundary of a certain policy, review and approve on the certain matter. Matters requiring work instructions include but are not limited to: issues beyond the scope of the authority or responsibility of the department; important issues involving guidelines and policy boundaries; new situations and difficulties encountered in the work, which are difficult to deal with in accordance with the original regulations; involving needs cross-departmental coordination and collaboration.

① 登录 OA 账号，网址 http://oa.chiway.com.cn/login/Login.jsp?

Log in to OA account，Web：http://oa.chiway.com.cn/login/Login.jsp?

② 点击"流程"，进入"新建流程"页面

Go to the" New Process"page by clicking" Process"

③ 选择：学校行政管理类-工作请示流程表单

Choose: Administration- proposal approval form

④ 填写信息，上传附件，提交申请。(必须写清楚背景情况、承办依据、经办要点、合理性、风险控制点、财务预算等)

Fill in the information, upload the relative attachments and then submit the request. Details description on background information, reasons, key points, rationality and risk control, financial budget is required.

⑤ 等待审批，及时查看流程所在审批节点，提醒相关审批领导。

Waiting for approval, check the process node in time and remind the corresponding approver.

⑥ 流程归档后，申请人可启动所请示项目的工作

After the process is filed, the applicant can start the work that was approved.

六、会议组织及会议室预定 Meeting arrangement and meeting room reservation

此处的会议组织特指除校办组织的教职工大会、校领导班子会、教学会议、运营会议之外，由特定部门发起的涉及跨部门协调的专题事项的会议。The meeting organization here specifically refers to thematic meetings involving cross-departmental coordination initiated by specific departments, except for the faculty and staff conferences, school

leadership meetings, teaching and education meetings, and operation meetings organized by the school office.

专题会议组织人：会议申请部门
Organizer of Thematic Meeting: Initiation department

提出会议主题、议题、参会人员及会议时间、地点建议。Propose the meeting theme, topics, participants, time and place.

协调各参会方时间，确认后通过OA系统的"厦门学校会议室预定审批流"预定会议室。Coordinate the meeting time and online reserve the meeting room through "CRS Meeting Room Reservation Process"

会议当天负责会议各类准备事项的协调，包括视频、电话的接入，电脑的连接调试等。On the day of meeting, responsible for the coordination of various preparations for the meeting, including the access of video and telephone, and the debugging of computer connection.

提前准备会议材料并发送参会人员。Prepare meeting materials in advance and send to attendees.

编写会议纪要，于会议结束后第2个工作日前完成并提交校办主任审核流转后编号发布。Taking meeting minutes and submit to Director of school office on the second working day after the meeting. School office will issue the minute number and release to relevant departments.

会议纪要模板 Meeting Minutes Template：

2、会议室预定 Meeting Room Reservation

① 登录 OA 账号，网址 http://oa.chiway.com.cn/login/Login.jsp?

Log in to OA account，Web：http://oa.chiway.com.cn/login/Login.jsp?

② 点击"流程"，进入"新建流程"页面

Go to the" New Process"page by clicking" Process"

③ 选择：会议管理类-厦门学校会议室预定审批流

Choose: Meeting management - CRS Meeting Room Reservation Process

④ 填写会议信息、参会人员、会议时间，查看会议室使用情况，选择合适的会议室，提交申请。

Fill in meeting information, choose participants and time, select available and suitable meeting room, then submit the application.

七、出差票务预定流程 Business travel ticket booking process

1、机票：出行人可通过校办预定

Air ticket: the ticket can be booked through School Office

2、 机票预定流程：Air ticket booking process:

① 出行人以邮件形式发送出行信息到校办张婷婷老师邮箱tinazhang@chiway-repton.com.邮件内容注明：出行人身份证信息，目的地，往返时间，所需预定航班等，并附上已批复的"出差审批表"

The travel information is required to email to Tina Zhang (administrative assistant, school office,tinazhang@chiway-repton.com). Passenger information, destination, departure and return time, and assigned flight should be noted and approved application form of business trip should be attached in the email as well.

② 校办线下与出行人沟通确认航班预定信息

Offline communication between School Office and Traveler regarding the travel details.

③ 出行人确认出票，校办发送机票票号给出行人

Ticket information reconfirmation, then School Office provide the booking number to travelers.

八、嘉宾卡、礼品领用流程 Guest Card/ School Gift Application Process

嘉宾卡用途：各部门用于接待集团、外部来访人员，可在学校餐厅刷卡用餐及作为出入门禁。

Usage of guest card: it could be applied by all departments to receive group and external visitors, and can be used as access control and to dine in the school canteen.

申请人登录OA，填写厦门华锐莱普顿学校用餐接待申请单（含嘉宾卡申领）
Log in to OA account and fill out the
CRS Meal Reception Application Form (Incl. Guest Card)

填写用餐信息，接待形式选择"常规食堂就餐（一卡通刷卡）"
Fill out the meal information, choose "normal meal in the canteen with Guest Card" in the reception way column

相关领导审批 Approved by related leaders

审批结束，前往**校办办公室南区A203**领取嘉宾卡
Get the card from School Office at **A203 South Campus** after the application

嘉宾卡使用完毕，归还校办 Return the Guest Card to School Office after using

礼品用途：在学校对外活动、会议、节日等社交场合为了加强与外部单位交流赠送给对方的纪念性礼品。

Usage of gift: to be used in school activities, meetings, festivals and other social occasions in order to strengthen the communication with external units.

领用流程：OA 填写"招待费流程申请表"，流转完毕后到**校办办公室南区 A203** 领用礼品。

九、公文/制度发布 Official document and regulation release

1、红文发布流程 Red-head document release process

红文主要包括但不限于：学校重要通知、决策、重要事项通报、学年预算、招生政策、奖学金政策、制度发布等。Red-head document mainly includes but is not limited to: School's important announcement, major decision, significant issue, academic year budget, admission policy, scholarship policy, rules and regulations release etc.

① 经办部门整合相关材料提交 OA 工作请示（制度类除外），请示根据权责手册批准后，经办人按要求拟定红文内容，填写纸质版"厦门华锐莱普顿学校发文稿纸"（校办提供），明确抄送范围，部门负责人签字后整套材料交由校办主任拟办。

The handler is responsible for collecting information and initiating work proposal approval process (except regulation and guideline release), after approval by relevant leaders according to CRS Rights and Responsibilities Manual, the handler needs to compose the content of Red-head document, fill out "CRS documents release form" (template provided by School Office), make sure the release scope and after confirmed and signed by department leader, submit the whole set of document to Director of School Office to propose the subsequent process.

② 校办助理根据权责手册报送相关领导审核。

School Office assistant submit the document to relevant leaders for review in accordance with "CRS Rights and Responsibilities Manual".

③ 校办主任根据发布范围对外发布红文。

The Director of School Office release the document according to the release scope after the approval.

2、公函/公文发布流程 Official letter/document release process:

公函公文包括并不限于：学校通知说明、规范要求、奖惩通报、对外报送文件等

Official letter/document mainly includes but is not limited to: School notice, regulation, rewards and punishment, external document etc.

① 经办部门整合相关材料，在 OA 上发起"工作请示"审批流程 或 根据权责邮件抄送相关领导对文件内容进行审核。

The handler is responsible for collecting information and initiating proposal approval process or sending document to relevant leaders by mail according to CRS Rights and

Responsibilities Manual.

② 审批完成后，提供全套材料及审批文件给到校办校对。

After approval，the full set of documents should be provided to School Office for double check.

③ 校办主任审核后，发布文件并抄送相关领导和经办人。

After checking, the Director of School Office release the document and copy it to handler and relevant leaders.

3、学校规章制度，办事指南等发布流程 School Regulation and guideline release process

① 经办部门根据制度模板编撰相关制度，填写纸质版<中锐教育集团制度流程流转会签单>（校办提供）

The handling department is required to compose the first draft of regulation and fill out the Chiway Regulation application Form. (template provided by School Office)

② 经办人及部门领导确认签字后，制度初稿及审批件交由校办主任校对，并根据权责进行拟办。

After confirmed and signed by handler and department leader, the draft of regulation and application form would be checked and reviewed by the director of School Office and proposed according to CRS Rights and Responsibilities Manual.

③ 校办助理完成文件审批流转并抄送批复件给到经办人及校办主任。

The assistant of School Office is responsible for transferring the document and finishing the process, then send the approved document to handler and director of School Office.

④ 经办人根据制度发布范围及实际情况落实英文版制度翻译并完成校对，根据制度发布要求拟定红文内容，填写纸质版"厦门华锐莱普顿学校发文稿纸"（模板校办提供），部门负责人签字后交由校办流转。

The handler is responsible to translate and proofread the regulation according to the release scope and actual need, then compose the content of Red-head document, fill out "CRS documents release form" (template provided by School Office), after confirmed and signed by department leader, submit the whole set of documents to School Office to finish the subsequent process.

⑤ 校办助理根据权责手册报送相关领导审核。

School Office assistant submit the document to relevant leaders for review in accordance with "CRS Rights and Responsibilities Manual".

⑥ 校办主任根据发布范围对外发布制度。

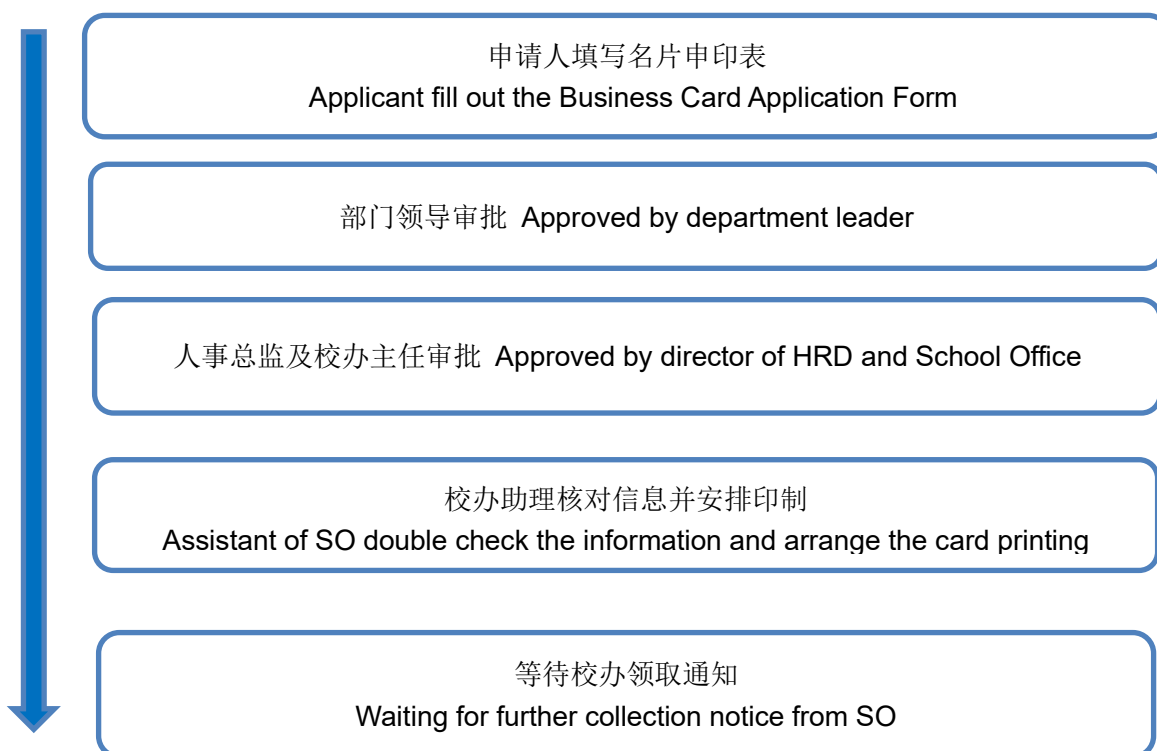The Director of School Office release the regulation according to the release scope after the approval.

十、名片申请 Business Card Application Process

1、名片使用场合：市场宣传活动、政府及相关部门拜访、嘉宾来访接待以及商务活动等场合。

Business Card Use Occasion: market promotion activity, government and related department visitation, school reception and business activity etc.

2. 名片申领流程: Business Card application process

```
┌─────────────────────────────────────────────────────┐
│           申请人填写名片申印表                         │
│ Applicant fill out the Business Card Application Form  │
└─────────────────────────────────────────────────────┘

┌─────────────────────────────────────────────────────┐
│   部门领导审批  Approved by department leader          │
└─────────────────────────────────────────────────────┘

┌─────────────────────────────────────────────────────┐
│ 人事总监及校办主任审批 Approved by director of HRD and School Office │
└─────────────────────────────────────────────────────┘

┌─────────────────────────────────────────────────────┐
│           校办助理核对信息并安排印制                   │
│ Assistant of SO double check the information and arrange the card printing │
└─────────────────────────────────────────────────────┘

┌─────────────────────────────────────────────────────┐
│              等待校办领取通知                          │
│ Waiting for further collection notice from SO         │
└─────────────────────────────────────────────────────┘
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十一、顺丰快递月结服务 SF-Express Monthly Statement Service

顺丰月结服务使用说明：月结服务是指收寄件人在收寄件时只需填写学校月结账号，无需

支付快递费，校办将定期与顺丰公司核对并结算当月费用。月结服务<u>仅限用于收寄与学校</u><u>工作有关的快递</u>，个人私人物品请自行邮寄。

SF Express monthly statement instructions: SF Express monthly statement means that the sender or recipient only needs to fill in the school's account when shipping or receiving mails or parcels without paying the express fee. The school office will check and settle the monthly bill with SF-express. **The delivery service is only for school work purpose items.** Personal items delivery fees should be borne by yourself.

① 打开微信顺丰速运小程序 Open the mini program of SF Express on Wechat

② 填写快递信息，支付方式选择"寄付月结" Complete the shipping information, select "monthly payment by sender" in the payment method and fill in school's account.

③ 月结账号 Monthly payment account：5925226406

第四部分：**CRS** 财务事务办事指南

Part 4: CRS Financial Affairs Guidance

第四部分：目录 Contents

一、 对外付款及个人报销申请 External payment application And Personal reimbursement payment application

二、 分段付款申请（后勤专用） Subsection payment application（For the logistics department）

三、 学费、住宿费等退费申请 Application for refund of tuition, accommodation, etc.

四、 发票或收据开具申请 Invoice or receipt issued for application

五、 一卡通充值、扣款及收支明细咨询 School E-card recharge, deduction and payment details consultation

六、 财务专用章用印申请 Special seal for finance use application

七、 财务档案利用（含用印）申请 Financial archive using and seal application

一、对外付款及个人报销申请 **External payment application And Personal reimbursement payment application**

一般是在费用发生及收到发票之后，需要支付相关成本费用，可提交该付款流程。如若教职工本人代垫已发生的成本费用，仍然选择提交该对外付款流程。

Usually after pay a fee and receiving the invoice, the relevant costs need to be paid and the external payment process can be submitted. If the faculty and staff cover the cost incurred by themselves, they can still choose to submit the external payment process.

1、 登录 OA 账号，网址 http://oa.chiway.com.cn/login/Login.jsp?

Log in to OA account，Web：http://oa.chiway.com.cn/login/Login.jsp?

2、 点击"流程"，进入"新建流程"页面

Go to the "New Process" page by clicking" Process"

选择： 教育-学校财务管理类—付款申请单

Choose the: Education—School Financial Management—Payment request

3、 据实填写完整信息，并提交申请。（注意点：成本中心选择要承担的部门；预算类型一般选择"预算内"；预算名称选择"成本费用类"下面的子科目；价税合计金额与合计人民币大写金额要保持一致；收款人信息及相关账户信息切记要填写正确；附件请上传合同、发票及相关佐证资料等）。

Complete the information according to the facts and submit the application. (Note: The cost center chooses the department to be assumed; The budget type is generally "within the budget"; Select the sub-item under "Cost Category" for the budget name; The total amount of price and tax shall be consistent with the total amount of RENMINBI in capital letters; Payee information and relevant account information must be filled in exactly; Please upload the contract, invoice and relevant supporting materials in the attachment)

4、 提交之后，请将附件中发票原件、合同复印件等全部纸质资料整理粘好，并在首页右上角写好 ID 流程号后第一时间递交给财务部（注意：财务部人员只有看到纸质资料审核无误后，方可审批通过）。经办人可在"我的请求"查看流程审批进度，及时跟进，以免延误。

After submission, please sort out and stick all the paper documents such as the original invoice and the copy of the contract in the attachment, and write the ID process number on the upper right corner of the first page and submit them to the Finance Department as soon as possible (note: The financial department can approve the paper documents only after they are verified correctly). Handlers can check the process approval progress in "My request" and follow up in time to avoid delay.

5、 经办人可在"流转意见"查看当前接收人，即为当前审批人。

The agent can view the current recipient in "circulation opinion", that is, the current approver.

6、 各个环节相关领导审批完成之后，到达最后出纳付款节点，财务部会安排付款，付款完成会显示"归档"，付款 OA 流程完成。

After the approval of relevant leaders in each link is completed, Finance Department will arrange the payment at the final cashier payment node. When the payment is completed, "filing" will be displayed, and the payment OA process will be completed.

二、分段付款申请（后勤专用）Partial Payment Application（For the logistics department）

分段付款申请一般为学校后勤部专用，主要涉及大宗固定资产采购、改造工程等，其他部门一般不会涉及。

Partial payment application is generally for the logistics department of the school, mainly involving the purchase of large fixed assets, renovation projects, etc., and other departments are generally not involved.

1、登录 OA 账号，网址 http://oa.chiway.com.cn/login/Login.jsp?

Log in to OA account，Web：http://oa.chiway.com.cn/login/Login.jsp?

2、 点击"流程"，进入"新建流程"页面

Go to the "New Process" page by clicking" Process"

3、 选择：教育-学校财务管理类—分段付款审批表

Choose: Education - School financial management - Partial payment approval form

4、 据实填写完整信息，并提交申请。（注意点：与上述第一点对外付款一致）

Complete the information and submit the application. (Note: this is consistent with the first point of external payment)

5、提交之后，请将附件中发票原件、合同复印件等全部纸质资料整理粘好，并在首页右上角写好 ID 流程号后第一时间递交给财务部（注意：财务部人员只有看到纸质资料审核无误后，方可审批通过）。经办人可在"我的请求"查看流程审批进度，及时跟进，以免

延误。

After submission, please sort out and stick all the paper documents such as the original invoice and the copy of the contract in the attachment, and write the ID process number on the upper right corner of the first page and submit them to the Finance Department as soon as possible (note: The Finance Department can approve the paper documents only after they are verified correctly). Handlers can check the process approval progress in "My request" and follow up in time to avoid delay.

6、各个环节相关领导审批完成之后，到达最后出纳付款节点，财务部会安排付款，付款完成会显示"归档"，分段付款 OA 流程完成。

After the approval of relevant leaders in each link is completed, Finance Department will arrange the payment at the final cashier payment node. When the payment is completed, "filing" will be displayed, and the subsection payment OA process will be completed.

三、学费、住宿费等退款申请 Application for refund of tuition, accommodation etc.

1、学年中途退（休）学退费 A mid-year refund

学生在学年中途提出退（休）学申请的，按如下流程发起"CRS 学年中途退（休）学申请资料"线下签批。

If a student applies for withdrawal (leave) in the middle of the academic year, the "CRS Application Materials for Withdrawal (leave) in the middle of the academic year" will be initiated for offline signature and approval according to the following process.

家长提交书面《退（休）学申请书》 ➡ 学部填写《学生退学面谈记录》、《学生退学第二次面谈记录》 ➡ 交财务填写《离校清单退费申请表》 ➡ 涉及退费由学部发起OA退费申请
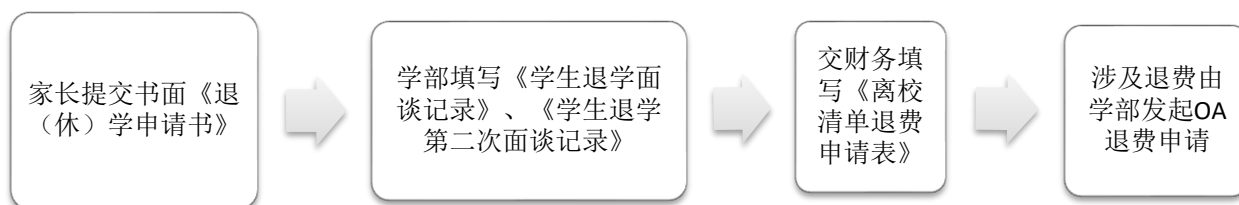
（1）学生监护人向班主任提出书面退（休）学申请。

The student's guardian submits a written application to the head teacher to withdraw (leave) from school.

（2）班主任向学部领导汇报，并与监护人沟通了解退（休）学原因，并填写《学生退（休）学面谈记录》并签字，面谈后家长未放弃退学的，由学部领导与监护人进行第二轮联系沟通，学部领导填写《学生退（休）学第二次面谈记录》并签字。

The head teacher communicates with the guardian to understand the reason for the withdrawal, and fills in the "Record of Student Withdrawal Interview" and signs it. If the parents do not give up the withdrawal after the interview, the department leader will contact the guardian for a second round of communication, and the department leader will fill in the "Record of Student Withdrawal Second Interview" and sign it.

（3）第二次面谈完成之后，依然明确退（休）学，班主任将退学资料转交财务部填写《离校清单退费申请表》。

After the second interview is completed, it is clear that the student wants to withdraw from school. The head teacher will forward the withdrawal information to the financial department. Financial department will complete the "Application Form for Withdrawal List and Refund".

（4）线下签批完成后，涉及退费由学部在 OA 发起退费申请。

After the offline approval is completed, the department assistant will initiate the refund application in OA

（5）上述相关表单可在钉钉"厦门华锐莱普顿学校-文件-财务资料"下载。

The above forms can be downloaded from "Chiway Repton School Xiamen - File - Financial Information".

2、在校生退宿退费 Refund of accommodation fee for current students

学生在学年中途提出退宿申请的，由学生监护人向生活老师或班主任提交书面退宿申请，生活老师或班主任负责流转《CRS 在校生退宿审批单》（表单可在钉钉"厦门华锐莱普顿学校-文件-财务资料"下载），审批完成后原件由学部办理并留档，涉及退费的，学部（生活老师或班主任或指定经办人）发起 OA 退费流程。

If a student applies for withdrawal during the middle of the academic year, the student's guardian shall submit a written application to the life teacher or head teacher, who shall fill in the Approval Form for "CRS Student Withdrawal", and the life teacher or mentor

teacher or appoint responsible person shall initiate the OA refund process.

3、退费申请 OA 操作如下：The operation of OA refund application is as follows:

（1）登录 OA 账号，网址 http://oa.chiway.com.cn/login/Login.jsp

Log in to OA account，Web：http://oa.chiway.com.cn/login/Login.jsp

（2）点击"流程"，进入"新建流程"页面

Go to the "New Process" page by clicking" Process"

（3）选择：教育-学校财务管理类—付款申请单

Choose: Education—School Financial Management—Payment request

（4）据实填写完整信息，并提交申请。（注意点：预算类型选择"不涉及预算"；付款类型选择"学费、住宿费退费申请"；附件请上传"CRS 学年中途退（休）学申请资料"或"《CRS 在校生退宿审批单》"相关资料）

Complete the information and submit the application. (Note: Select "No budget involved" for the budget type.

（5）提交之后，请将附件中全部纸质资料整理粘好，并在首页右上角写好 ID 流程号后第一时间递交给财务部（注意：财务部人员只有看到纸质资料审核无误后，方可审批通过）。经办人可在"我的请求"查看流程审批进度，及时跟进，以免延误。

After submission, please sort out and stick all the paper materials in the attachment and write the ID process number on the upper right corner of the first page and submit them to Finance Department as soon as possible (note: Finance Department can approve the paper materials only after they are verified correctly). Handlers can check the process approval progress in "My request" and follow up in time to avoid delay。

（6）各个环节相关领导审批完成之后，到达最后出纳付款节点，财务部会安排付款，付款完成会显示"归档"，退费 OA 流程完成。
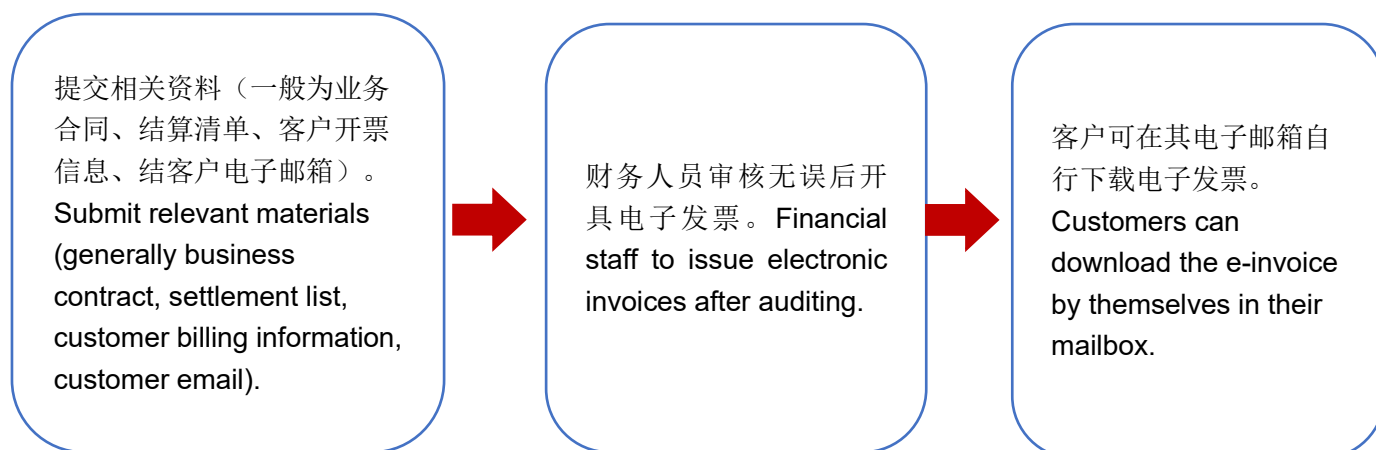
After the approval of relevant leaders in each link is completed, Finance Department will arrange the payment at the final cashier payment node. When the payment is completed, "filing" will be displayed, and the OA process of refund will be completed.

四、发票或收据开具申请 Invoice or receipt issued for application

1、**学生学费、住宿费等**：家长可关注我校微信公众号"厦门华锐莱普顿学校"，点击"联系我们"中的"家长在线"，登录缴费平台，点击"缴费查询"，在缴费信息底部再点击"下载发票"或"下载收据"，即可成功下载财务部已开具的电子发票或收据。具体见《电子发票及收据操作手册》

Students tuition, accommodation etc.-: Parents can follow our wechat official account ："Chiway Repton School Xiamen", click "Parents Online" in "Contact Us", log in payment platform, click on the "capture to expend the query",-at the bottom of the payment information,-click on the "download invoice" or "download receipt", then the invoice or receipt which was issued by Finance Department can be successfully downloaded. See "Electronic Invoices and Receipts Operation Manual" for details.

2、**学校其他业务开票**：Other business invoice of the school

提交相关资料（一般为业务合同、结算清单、客户开票信息、结客户电子邮箱）。Submit relevant materials (generally business contract, settlement list, customer billing information, customer email).	→	财务人员审核无误后开具电子发票。Financial staff to issue electronic invoices after auditing.	→	客户可在其电子邮箱自行下载电子发票。Customers can download the e-invoice by themselves in their mailbox.

五、一卡通充值、扣款及收支明细咨询 School E-card Recharge, Deduction and Payment details Consultation

1、 **学生一卡通充值及查询**：**Student E-card recharge and inquiry**

1）家长可关注我校微信公众号"厦门华锐莱普顿学校"，点击"联系我们"中的"家长在线"，登录缴费平台，点击"一卡通"进行充值及查询收支明细。具体见《一卡通操作手册》

Parents can follow our wechat official account ："Chiway Repton School Xiamen", click "Parents Online" in "Contact Us", log in the payment platform, and click "E-card" to
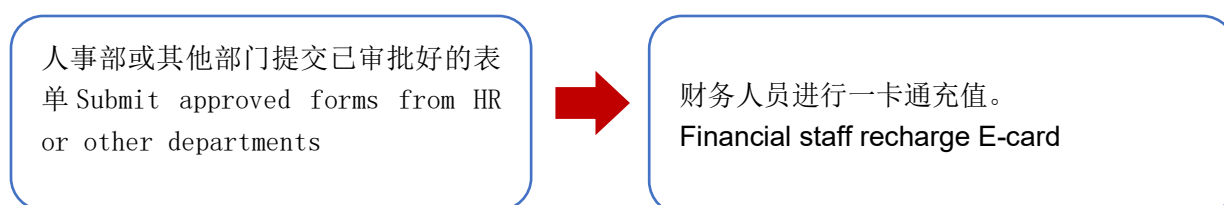
recharge and query the payment details. See "E-card Operation Manual" for details.

2）若涉及其他扣款，则为班主任收集学生一卡通递交财务部，财务部扣完再返回。

If other deductions are involved, the mentor teacher will collect the student card and submit it to Finance Department, and then Finance Department will deduct the fees and return the student card.

2、教职工一卡通充值及查询：Staff E-card recharge and enquiry

1）学校发放午餐补贴或加班餐费补贴，充值至教职工一卡通。The school will provide lunch allowance or overtime meal allowance, which will be recharged to the E-card

人事部或其他部门提交已审批好的表单Submit approved forms from HR or other departments ➡ 财务人员进行一卡通充值。Financial staff recharge E-card

六、 财务专用章用印申请 Special seal for finance Use Application

1、登录 OA 账号，网址 http://oa.chiway.com.cn/login/Login.jsp?

Log in to OA account，Web：http://oa.chiway.com.cn/login/Login.jsp?

2、点击"流程"，进入"新建流程"页面

Go to the "New Process" page by clicking" Process"

3、选择：学校行政管理类-教育用印申请单

Choose: Administration-Seal use application Form

4、填写信息，上传附件，提交申请。请注意：用印需上传填写完整的文件，空白文件不可用印。

Fill in the information, upload the relative attachments and submit the request. reminder: please upload a complete document, a blank document will not be allowed for sealing.

5、等待审批，及时查看流程所在审批节点，提醒相关审批领导。

Waiting for approval, check the process node in time and remind the corresponding approver

6、批复后，携带需盖章的资料到财务部 B306 用印。

After approval, go to the Finance dept. B306 to have your document stamped.

王雅斯wangyasi
校办

来自钉钉

接收人： 洪丽娟Hong Lijuan

2021-07-16　14:34:29
[学校印章管理员 / 用印]

林秀美
财务部

来自钉钉

接收人： 王雅斯wangyasi

2021-07-16　13:32:24
[学校印章管理员 / 用印]

七、财务档案利用（含用印）申请 Financial archive Using and Seal Application

财务档案是指学校在经营活动中直接形成的各项财务相关资料（包括会计原始凭证、会计账簿、审计报告、税审报告等）Financial files refer to the financial materials directly formed in the business activities of the school (including original accounting documents, accounting books, audit reports, tax audit reports, etc.).

1. 登录 OA 账号，网址 http://oa.chiway.com.cn/login/Login.jsp？

Log in to OA account，Web：http://oa.chiway.com.cn/login/Login.jsp？

2. 点击"流程"，进入"新建流程"页面

Go to the "New Process" page by clicking "Process"

3. 选择：财务类-财务保管的权证档案及业务档案

Choose: Financial category - financial custody of warrant files and business files

4. 填写信息，上传附件，提交申请。(档案存档地点：跨部门；利用目的栏备注是否需盖章)

Fill in the information, upload the relative attachments and then submit the request.

Note: Storage site of archive: Other department；Remark in the "using purpose" column if the stamp is required.

5. 等待审批，及时查看流程所在审批节点，提醒相关审批领导。

Waiting for approval. please check the process node and remind the corresponding approver.

批复后，档案管理员将提供电子版档案，如需盖章可打印电子版档案到校办办公室南区 A203 用印。After approved, E-archive will be provided by archivist and if the stamp is required, paper archive will be printed out to have stamp applied in school office in A203 south campus.

中锐集团
CHIWAY GROUP

档案利用申请表

流程ID:273020

申请人	洪丽娟Hong Lijuan	申请日期	2020-09-16
所属公司	厦门华锐莱普顿学校	所属部门	财务部
档案存放地点	跨部门	利用方式	复印件
利用档案类型	权证管理类（营业执照、办学许可、商标证、车辆资料、项目权证类、法定代表人身份证复印件等）		
档案所属公司	厦门市华锐莱普顿教育咨询管理有限公司		
是否需要领导层身份证原件	否		
身份证所属人（可以多选）	周小明zhouxiaoming 洪丽娟Hong Lijuan	受托办理事项情况报告下载	
利用目的	法人 经办证件 执照副本 办理银行基本户开户		
相关流程			
相关附件			

外借法定代表人身份证件原件时，需附上办理事项的批准文件，且归还时需提交《受托办理事项情况报告》

贯见 | 与我相关

张依环Clara
校办
　　　　　系统自动批准
　　　　　接收人：洪丽娟Hong Lijuan

2020-09-18　14:25:22
[档案管理员 / 档案借阅]

洪丽娟Hong
Lijuan
财务部
　　　　　接收人：张依环Clara

2020-09-18　14:25:20
[身份证所属人 / 批准]

周小明
zhouxiaoming
　　　　　　开户ETET

2020-09-16　15:52:01
[身份证所属人 / 批准]

中锐集团
CHIWAY GROUP

第五部分：后勤事务办事指南

Part 5: CRS Logistics Affairs Guidance

第五部分：目录 Contents

一、 资产申领 Asset Claim：

1. 学校资产包括固定资产、低值资产和易耗品，日常需要领用的资产包括且不限于：办公桌椅、文件柜、办公用品、电子设备、教学仪器等。

The assets include fixed assets, low-value assets and consumables. The assets required for daily use include but are not limited on: office desks and chairs, file cabinets, office supplies, electronic equipment, teaching instruments, etc.

2. 小、初、国际高教师凭借校园卡到南校区后勤部仓库室领取 A111 室，普高和幼儿园教师凭借校园卡到北校区后勤部仓库 B107 领取。

PYP、MYP and IHS teachers can collect items from Room A111 of the Logistics Department Warehouse on the South Campus with their campus cards; NHS and KG teachers can collect items from Room B107 of the Logistics Department Warehouse on the North Campus with their campus cards.

3. 办公用品领用时间：每周一、周三、周五早上 9:30-11:30。如有紧急领用，请联系资产管理员（北校区何泽钰 17727862949，南校区颜天真 18250785765）。

Office supplies claim time: every Monday, Wednesday, Friday 9:30am to 11:30am, if there is an emergency, please contact the Asset Management Specialist (North campus Zeyu He 17727862949, South campus Tianzhen Yan 18250785765).

二、 电脑/iPad 申领 Computer / iPad Claim

OA 提交申请单 OA Submit Application Form

三、 采购流程 Procurement Process

日常申请的采购物资包括：教育教学用品、学生活动用品、部门办公设备等，因采购需要经过内部审批流程，请**至少提前 15 天**提出申请。

Material procurement includes: education and teaching supplies, student activity supplies, department office equipment, etc. Because the purchase needs to go through the internal approval process, please apply at least 15 days in advance.
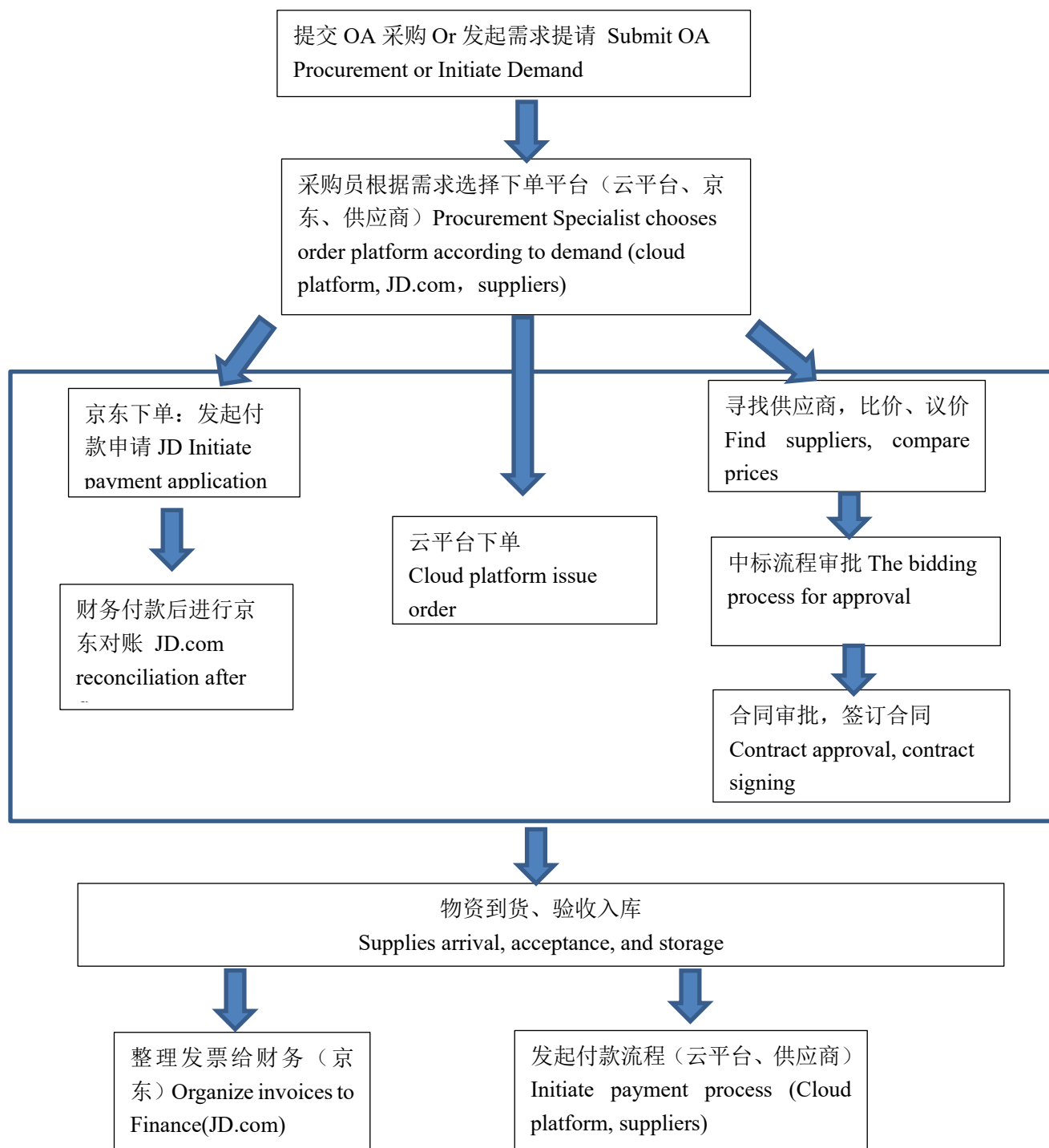
1. OA 提交采购申请单 OA Submit Purchasing Request Form

2. 采购专员在收到采购申请单后的流程如下

The process for the Purchasing Specialist upon receipt of the purchase request is as follows:

提交 OA 采购 Or 发起需求提请 Submit OA
Procurement or Initiate Demand

采购员根据需求选择下单平台（云平台、京
东、供应商）Procurement Specialist chooses
order platform according to demand (cloud
platform, JD.com，suppliers)

京东下单：发起付
款申请 JD Initiate
payment application

云平台下单
Cloud platform issue
order

寻找供应商，比价、议价
Find suppliers, compare
prices

财务付款后进行京
东对账 JD.com
reconciliation after

中标流程审批 The bidding
process for approval

合同审批，签订合同
Contract approval, contract
signing

物资到货、验收入库
Supplies arrival, acceptance, and storage

整理发票给财务（京
东）Organize invoices to
Finance(JD.com)

发起付款流程（云平台、供应商）
Initiate payment process (Cloud
platform, suppliers)

四、 食堂用餐接待申请 School Canteen Meal Reception Application

各部门如有计划外的食堂用餐需求，例如学生大型活动、招生活动、校内论坛、团体参观访问等，请提前 1-3 天通过 OA 提交用餐接待申请单。

Departments should apply 1-3 days in advance if they have any unplanned dining needs in the school canteen, such as student events, admission activities, on-campus forums, group visits, etc.

Meal Reception Application: OA Submit a Meal Reception Request Form

五、 乘坐学校通勤车申请 School Shuttle Bus Application

有需求乘坐学校通勤车的教职工请联系后勤部填写通勤车登记表格，通勤车路线时间表请咨询后勤蒋贤老师 17759629795，有关通勤车乘坐日常沟通请加入通勤车沟通群（A、B线），由后勤专员老师邀请入群。

If you need to take the school shuttle bus, please contact Xian Jiang 17759629795 to fill in the registration form for taking the school shuttle bus. Please join the WeChat group School Bus Communication Group (A,B Line), invited by Logistics Specialist.

六、 校园一卡通（员工卡）制卡、补卡、权限申请 School E-Card (Employee ID card)

making, re-apply for a new card, card access permission application

OA 提交校园卡申请以及校园卡权限开通申请 OA submit school E-card application and card access permission request form.

校园卡申请表
School E-Card Request Form

流程ID:0

申请人 Applicant	蒋贤Jiang Xian		申请日期 Date of Application	2021-08-03
所属公司 Work Place	厦门华锐莱普顿学校		所属部门 Division or Department	后勤部
校园卡类别 Campus Card Category	⌄ !		校园卡类型 Campus Card Type	⌄ !
申请事由 Purpose of Trip				!
附件 Attachments	最大10M/个 选取多个文件 × 清除所有选择			

校园卡权限申请表
Campus Card Access Permission Request Form

流程ID:0

申请人 Applicant	蒋贤Jiang Xian	申请日期 Date of Application	2021-08-03
所属公司 Work Place	厦门华锐莱普顿学校	所属部门 Division or Department	后勤部
申请区域 Area	⌄ !		
申请事由 Purpose of Trip			!
附件 Attachments	最大10M/个 选取多个文件 × 清除所有选择		

幼儿园负责区域
幼儿园所有区域
If you want to have access to any area in the kindergarten, you should be get approval by the kindergarten principle.
?
学生中心负责区域
健身房/游泳馆/攀岩馆/室内篮球馆/医务室/心理咨询室/学生宿舍及梯控
If you want to have access to gym/swimming/rock climbing/basketball court/clinic/student well-being center/dormitory/elevator,
you should be get approval by the Student Center Director.
?
教学中心负责区域
教学楼（除教师办公室）及图书馆
If you want to have access to functional classroom of teaching building, and library,
you should be get approval by the Teaching Centre Director.
?
后勤部负责区域
学校所有区域
If you want to have access to any area in the school, you should be get approval by the Logistics Department Director.

七、 物业 IT 报修：**Property Maintenance and IT service**

1. 关于工程维修、卫生清洁等物业服务，请按以下格式填好后发至相对应的南北校区后勤物业服务群。

Please send the request according to the format below to corresponding North or South Logistics Service Group for maintenance, cleaning and other property services: You can scan the Group QR code or contact Logistics Department to be invited to the group:

群聊: CRS北区后勤服务群
Realty service
North Campus

群聊: CRS南区后勤服务群
Realty service
South Campus

物业事项报备/报修格式：

报事人：张三

事项：教室卫生清洁（详见视频/图片）

地点：B201

时间：18：00-18：30、现在（紧急情况可第一时间联系后勤部）

Property Matters Report / Repair format:

Reporter: Zhang San

Matters: classroom hygiene and cleaning (see video / photo)

Location: B201

Time: 18: 00-18: 30, now (emergency can contact the Logistics Department in the first moments)

八、 访客管理：Visitor Management

1. 访客需由邀请人员提前通过 OA 校园访客预约申请流程，经审批后入校。

Visitors should be invited by school staff. School staff must apply the OA visitor request process in advance, then the visitor can enter the school after approval.

九、 车辆出入管理 Vehicle Access School Management

1.校园车位全面对老师们开放，请需要开车进入校内车库泊车的老师按以下模版填写信息报备到 CRS 后勤物业服务群内。

Campus garages are fully open to teachers, teachers who need to drive into the campus garage to park their cars please fill in the template below and submit their information to the CRS logistics service group.

车辆录入系统信息报备信息格式：

Vehicle entry system information reporting format:

车主姓名 Name of vehicle owner ：

联系电话 Contact number ：

车牌号码 Vehicle number ：

所属学部 Department ：

2. 进入校园的机动车辆应按照交通规定和标识行驶和停放，严禁机动车辆在校园内鸣笛、超车和并行，时速不得超过 20km/h，机动车辆应避让行人；

Vehicles entering the campus shall drive and park according to traffic regulations and signs. It is strictly prohibited to honk, overtake and run parallel on campus. The speed of motor vehicles shall not exceed 20km/h. The motor vehicles should avoid pedestrians.

以上须知由修订部门负责解释，如有最新版本以更新为准。

The revision department is responsible for the interpretation of the above instructions, and the latest version shall prevail.