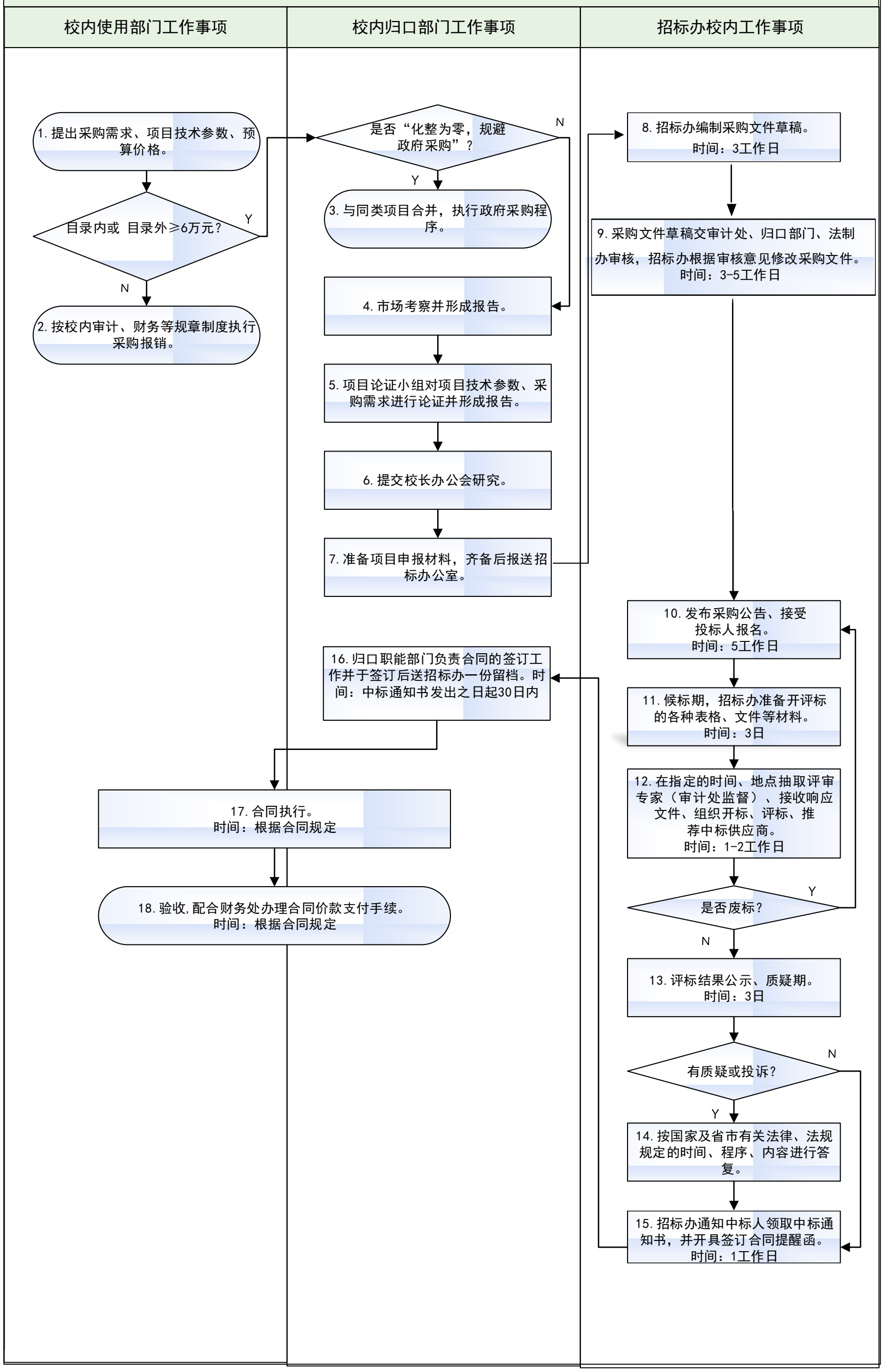新乡学院自行采购办理简易流程