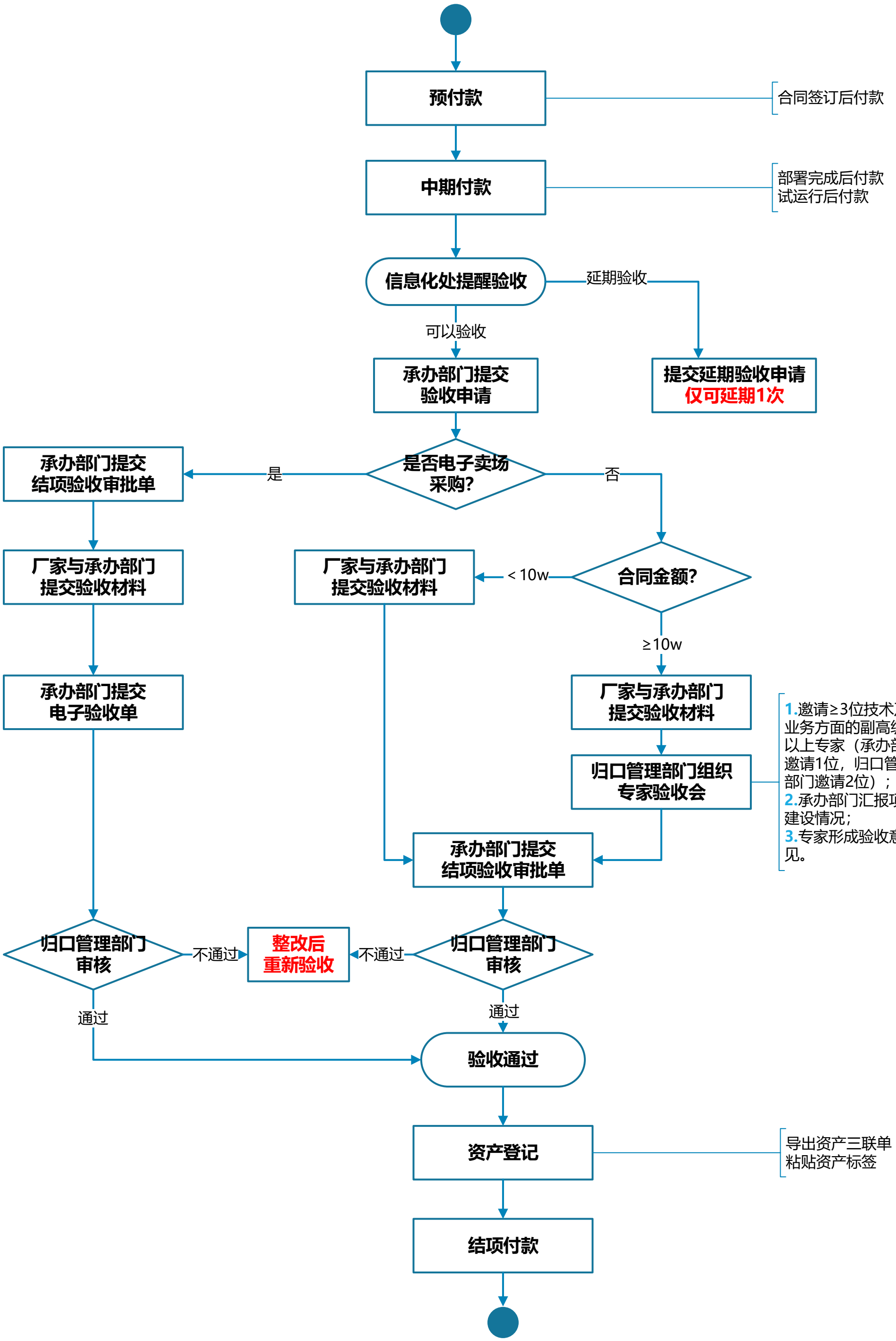中国传媒大学信息化项目付款、验收流程说明