来访人员进校登记表

2023年 月 日

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **来访时间** | **被访人姓名** | **被访人单位** | **访问事由** | **备注** | **被访人单位负责人签字** |
| **时 分** |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **来访人**  **姓名** | **来访人**  **单位** | **身份证号** | **联系电话** | **来访人健康状况** | **车牌号码** | **备注** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |

**说明：此表请被访人在校内OA系统中如实填报；经被访人单位负责人审签；电话通知或送达保卫处办公室，电话：22183110；保卫处接收后，通知门岗放行。来访人员车辆须从正校门入校。**