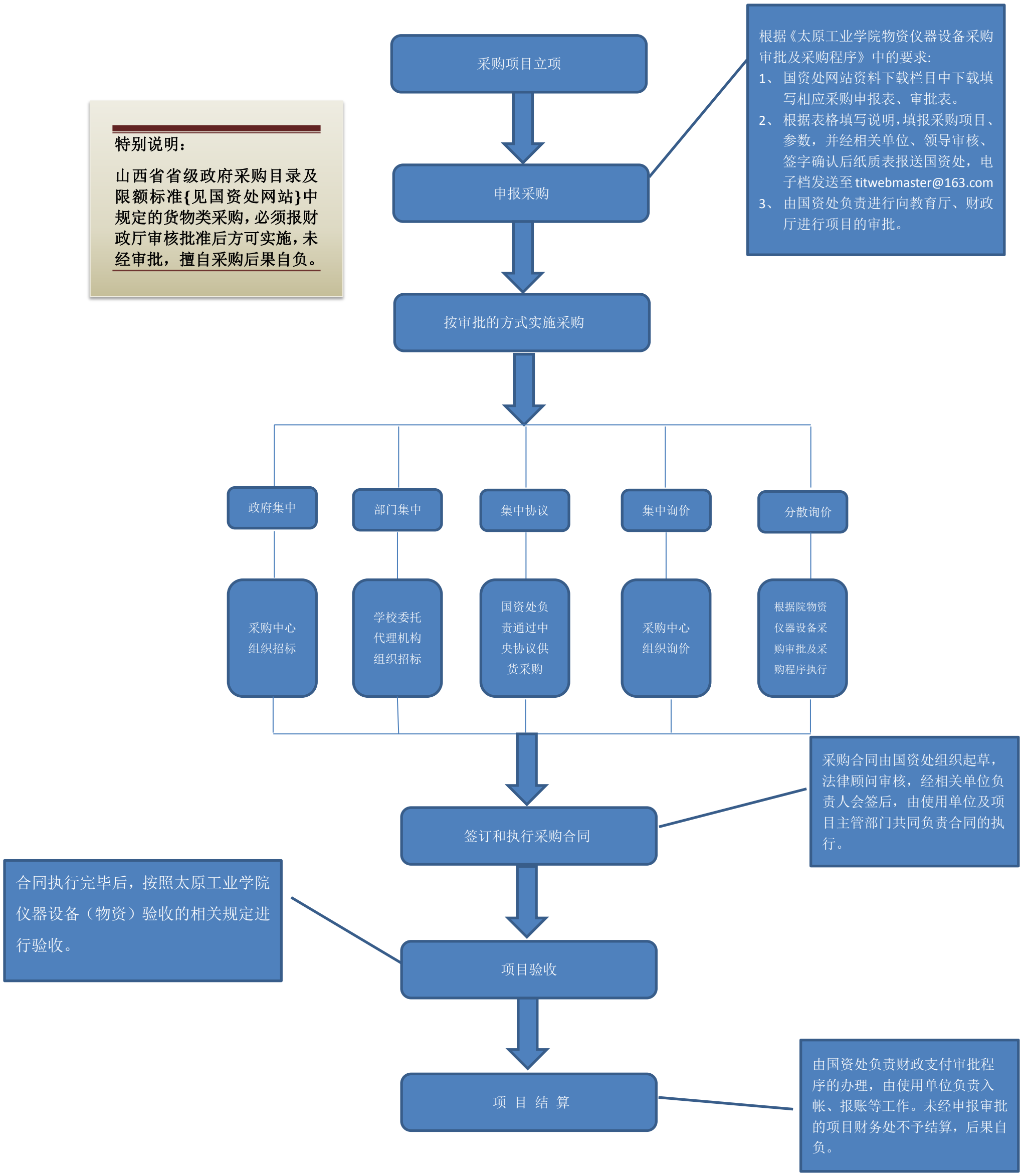太原工业学院仪器设备及办公物资采购流程