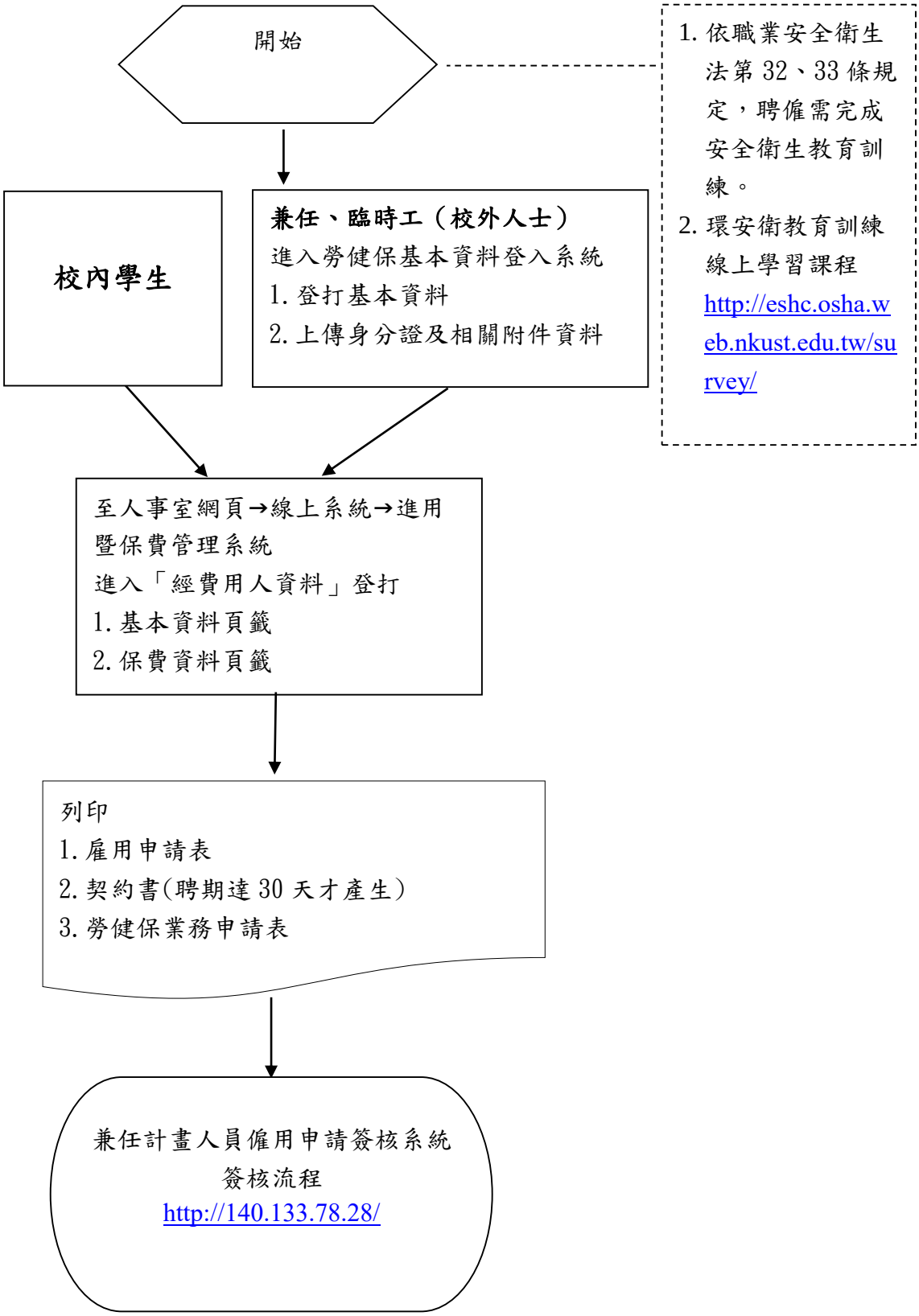國立高雄科技大學進用暨保費管理系統作業流程