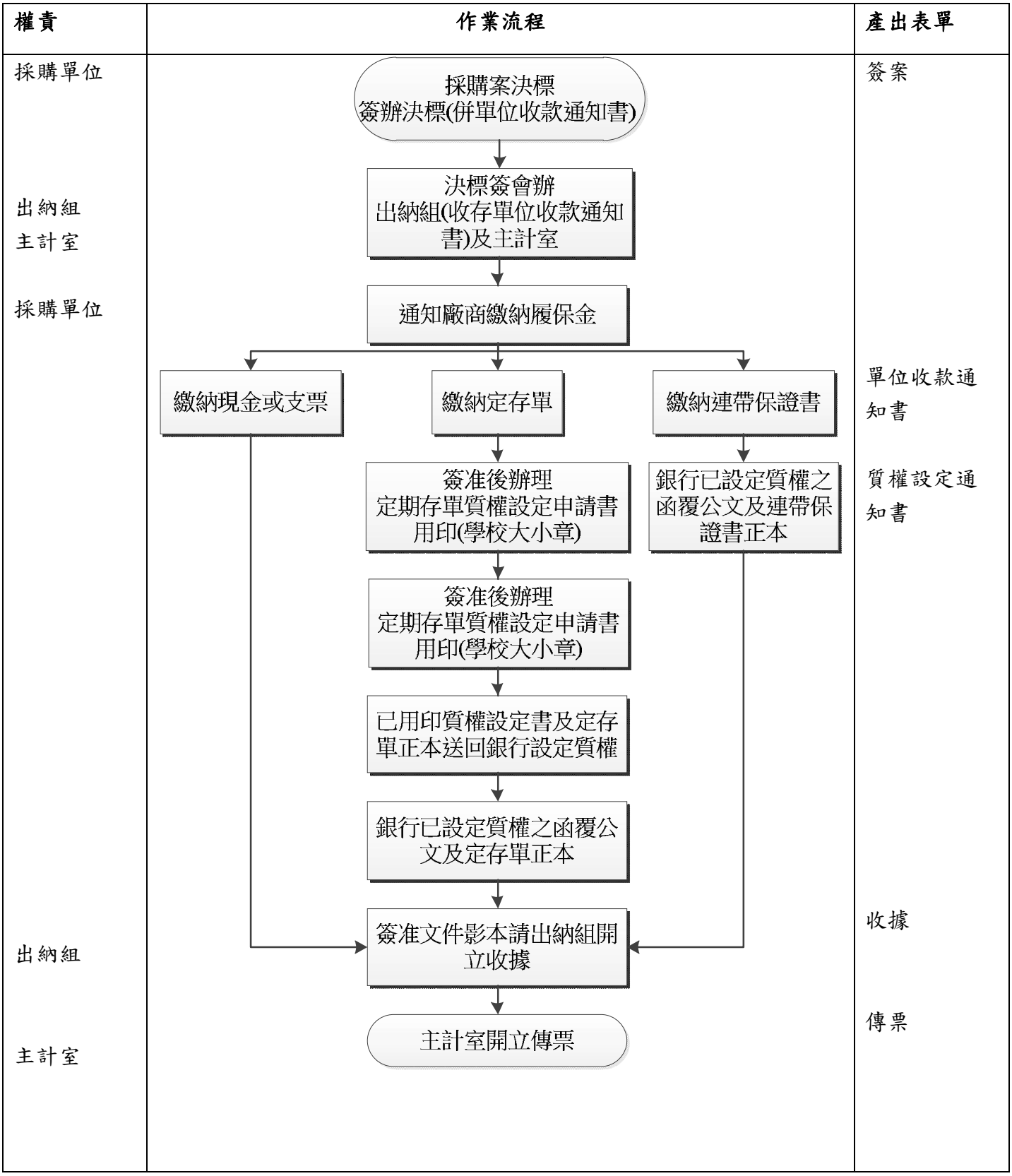國立臺北商業大學總務處營繕組履保金繳納流程