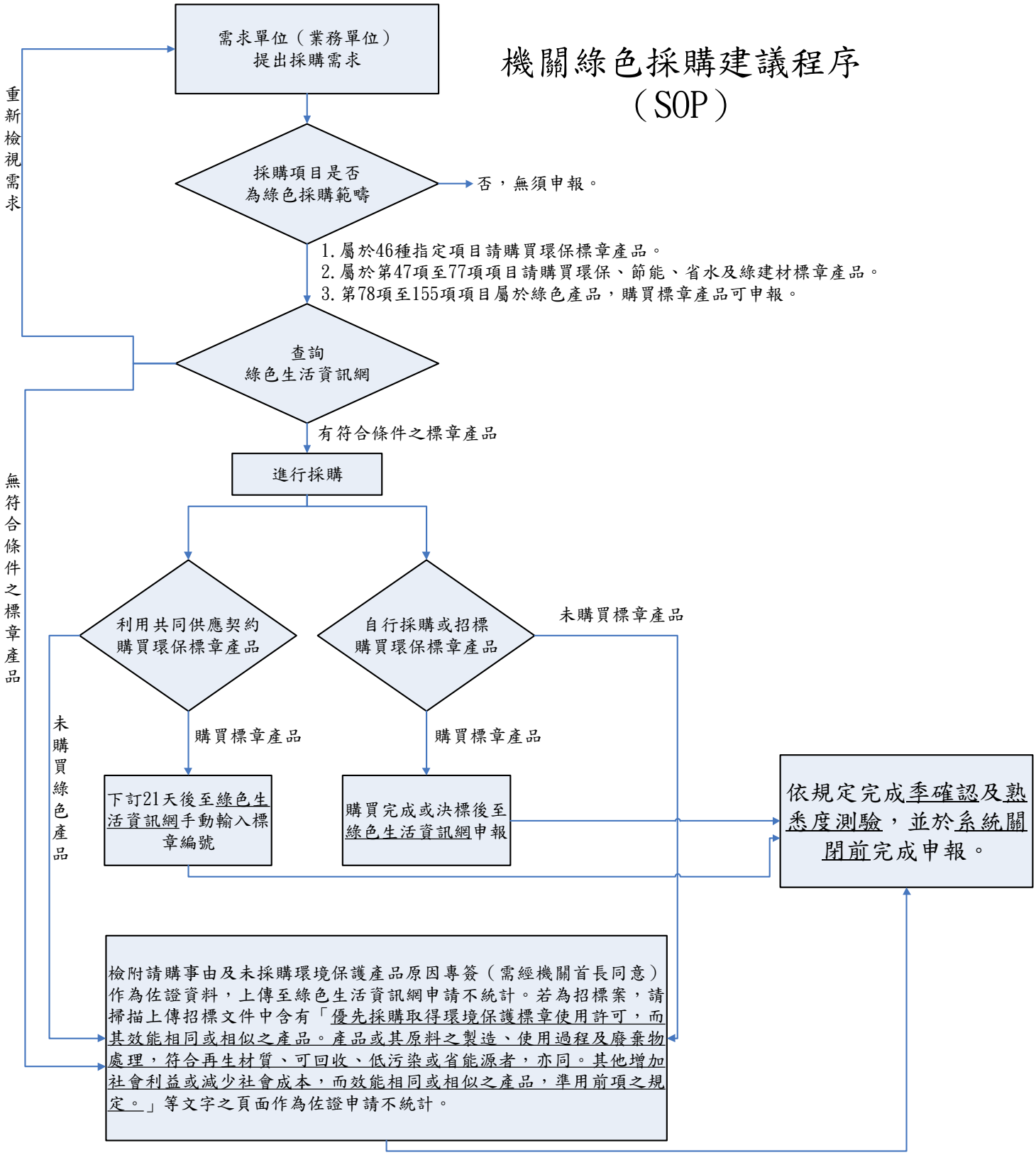機關綠色採購建議程序（SOP）