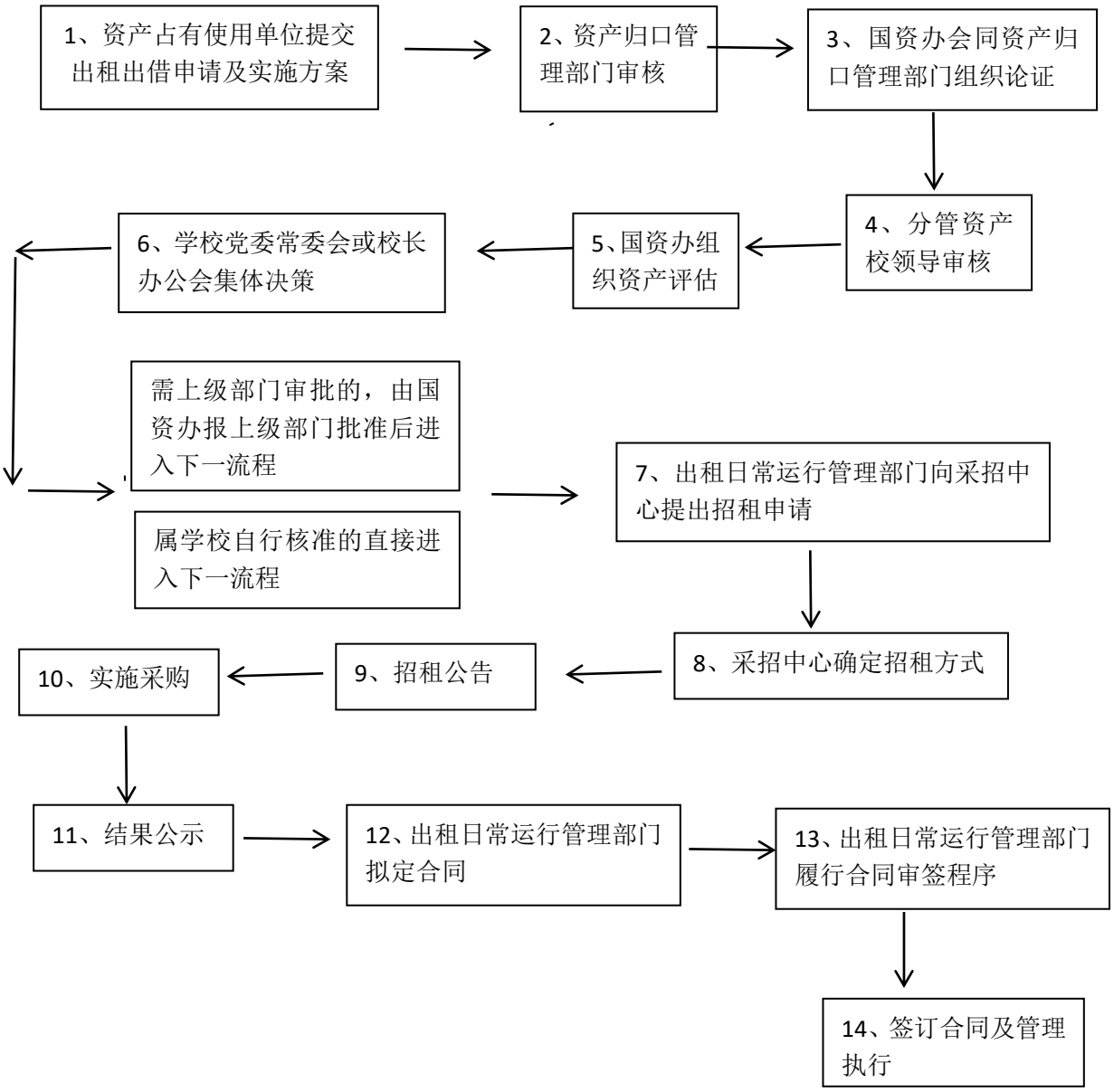湖北文理学院国有资产出租出借流程