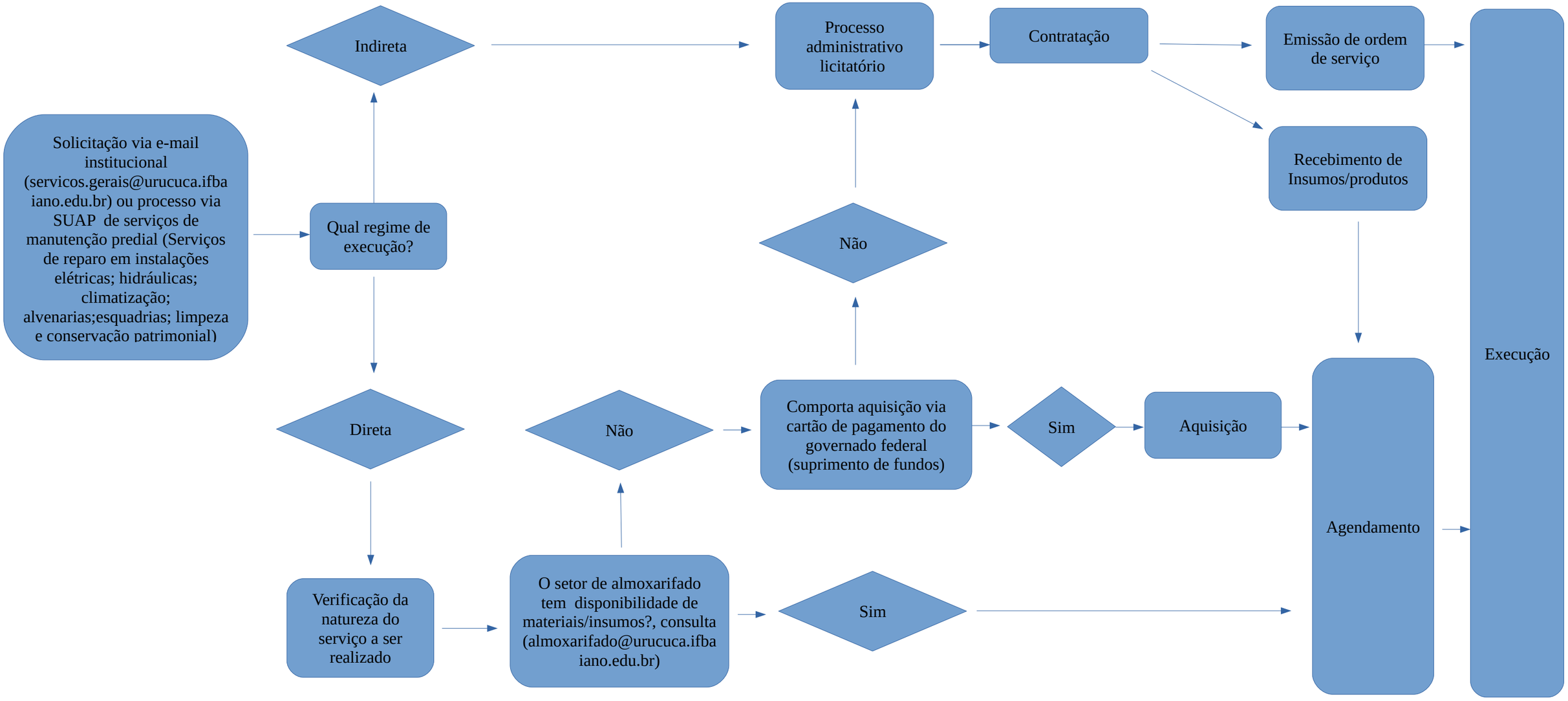FLUXOGRAMA DO SETOR DE SERVIÇOS GERAIS – IFBAIANO *CAMPUS* URUÇUCA