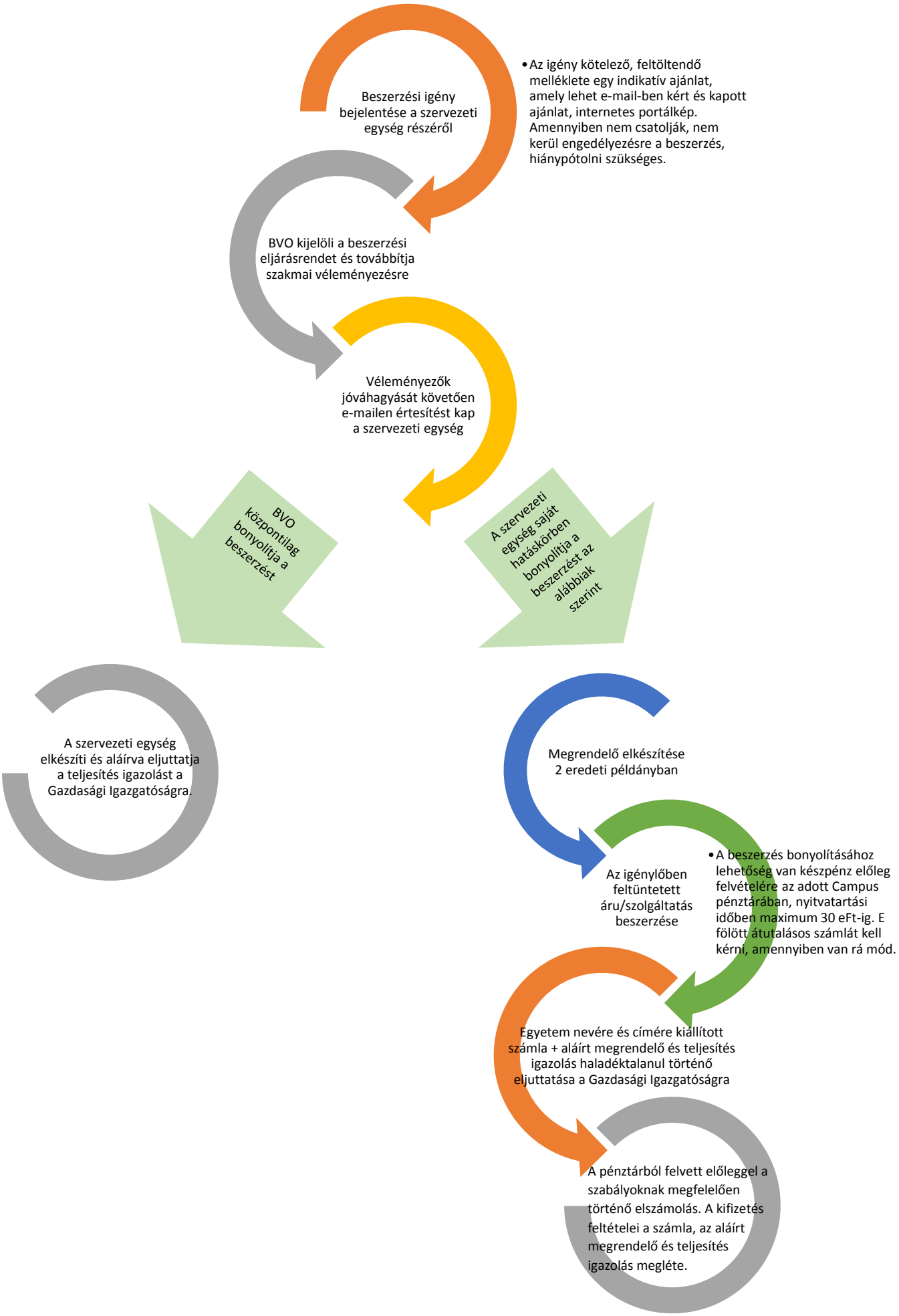200 eFt alatti beszerzések folyamata