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| **T.C.**  **ÇANAKKALE ONSEKİZ MART UNIVERSITY FACILITY**  **REVOLVING CAPITAL MANAGEMENT DIRECTORATE**  **PURCHASING PROCESS**  At the delivery of the order, "INSPECTION" is made and the product is received with the INVOICE and the inspection acceptance commission report is prepared.  Necessary market research is carried out for the request and order transactions are started with the company from which the appropriate price is received.  Payment order document and movable registration transactions are made after invoice delivery.  Required goods, services, etc. Request letter from related Units reaches our Revolving Fund Business  Budget Eligibility is checked for the request made.  If budget compliance is achieved, "APPROVAL DOCUMENT" is prepared. |

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| The accounting office performs the payment transactions according to the order of the journal.  The checked and signed documents are delivered to the accounting office with a delivery report.  Signature process is started for accounting |