

	<b>Çanakkale Onsekiz Mart University</b> <b>Revolving Fund Management Directorate</b> <b>Internal Control Standards Action Plan</b> <b>Workflow Charts</b>	Document Code	: IAKS01
		Release date	: 25.01.2021
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		Number of pages	: 2
		Document out of date Responsible Personnel	: Computer operator

Salary and Taxes Workflow Steps	Person in charge	Relating to law and documents
<div> <div>Business Administration personnel salary / bonus / overtime preparation of payrolls</div> <div>Taxes, treasury and BAP accrual slips preparation</div> </div> <div> <div>Revolving Fund reaches our business</div> <div>Revolving Fund reaches our business</div> </div> <div>Prepared payrolls and receipts are submitted to the Execution Officer for signature.</div> <div>It is submitted for signature to the spending authority.</div> <div>submitted to the treasurer</div>	<div>Related Unit</div> <div>Business Staff</div>	<div>No. 657 State officers law</div> <div>No. 193 Income tax law</div>
<p><b>Responsible Unit/Personnel:</b> Computer Operator</p> <p style="text-align: center;"><b>CONFIRM</b></p> <p>Chief of Business V. <span style="float: right;">Business Manager</span></p>		