



Çanakkale Onsekiz Mart University
Revolving Fund Management Directorate
Internal Control Standards Action Plan
Workflow Charts

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| Document out of date | : Computer operator |
| Responsible Personnel | operator |

| Printing Workflow Steps | Person in charge | Relating to law and documents |
|---|---|--|
| <p>A job request is received through the UBYS System;</p> <pre> graph TD A[A job request is received through the UBYS System] --> B[The soft version of the job is mail or hand delivered] A --> C[Designed by our printing house Approval is received by e-mail for the work to be done.] B --> D[The minutes of the job's features are checked and delivered against signature. is taken] C --> D D --> E[It is invoiced to the unit requested by the Revolving Fund Management Directorate within 15 working days following the delivery of the work.] </pre> <p>Responsible Unit/Personnel: Computer Operator</p> <p>CONFIRM</p> <p>Chief of Business V. Business Manager</p> | <p>Related Unit</p> <p>Business Staff</p> | <p>No. 5846 idea and Art works law</p> |