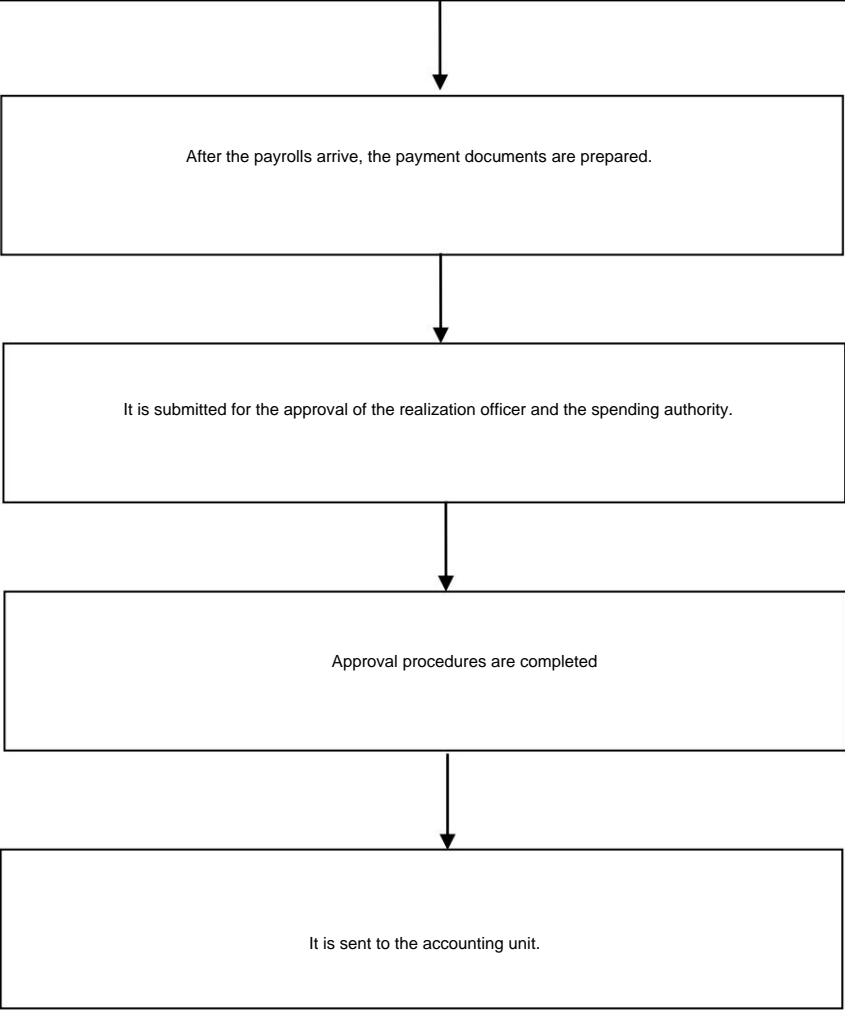


	<b>Çanakkale Onsekiz Mart University</b> <b>Revolving Fund Management Directorate</b> <b>Internal Control Standards Action Plan</b> <b>Workflow Charts</b>	Document Code	: IAKS01
		Release date	: 25.01.2021
		Revision date	: 25.01.2021
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		Number of pages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		Document out of date Responsible Personnel	: Computer operator

Protocols – Consulting – Courses Workflow Steps	Responsible Person	Relating to law and documents
<p>Relevant by the person/institution requesting business/project/consulting services. Writes a request letter to the Faculty/School/Vocational School</p> <pre> graph TD     A[Relevant by the person/institution requesting business/project/consulting services. Writes a request letter to the Faculty/School/Vocational School] --&gt; B[If the project coordinator is specified in the application letter of the person/institution requesting business/project/consultancy service, the project coordinator forms the protocol and Project Information form he/she has prepared together with the application letter. Submits to Head of Department]     A --&gt; C[If the project coordinator is not specified in the application letter of the person/institution requesting business/project/consulting services, the request letter is evaluated by the Academic Board of the Department and the project coordinator and team are determined. The project manager submits the application petition to the Head of Department]     B --&gt; D[After the documents are prepared and the signatures are completed, a letter is written to the revolving fund with a cover letter.]     C --&gt; D     D --&gt; E[Revolving Fund if approved by the Executive Board Submitted to manager for approval]     E --&gt; F[The officer who prepares the contributions for the approved cases informs the executive that the protocol has been approved.]     F --&gt; G[When the executive meets with the company and ensures that the necessary payments are made, the officer who prepares the contributions requests the necessary payrolls from the executive.]     G --&gt; H[• It is sent to the accounting unit. ...]           </pre>	<p><b>Related Unit</b></p> <p><b>Business Staff</b></p>	<p><b>No. 2547</b> <b>High education law</b></p> <p><b>High education in their institutions</b> <b>Rotary Capital from their income</b> <b>Payment to be made</b> <b>In the distribution to be applied</b> <b>procedure and</b> <b>On the Fundamentals regulation</b></p>



Responsible Unit/ Personnel: Computer Operator

Chief of Business V.

CONFIRM

Business Manager