

	Çanakkale Onsekiz Mart University Revolving Fund Management Directorate Internal Control Standards Action Plan Workflow Charts	Document Code	: IAKS01
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		Document out of date	: Computer operator
		Responsible Personnel	operator

Purchasing Workflow Steps	Person in charge	Relating to law and documents
<p>Required goods, services, etc. Request letter from related departments</p> <p>Revolving Fund reaches our business</p> <p>Budget Eligibility is checked for the request made.</p> <p>If budget compliance is achieved, "APPROVAL DOCUMENT" is prepared.</p> <p>Necessary market research is carried out for the request and order transactions are started with the company from which the appropriate price is received.</p> <p>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.</p> <p>Payment order document and movable registration transactions are made after invoice delivery.</p> <p>Signature process is started for accounting</p> <p>The checked and signed documents are accompanied by a delivery report to the accounting office. is delivered</p> <p>The accounting office performs the payment transactions according to the order of the journal.</p>	<p>Related Unit</p> <p>Business Staff</p>	<p>No. 4734 Public Tender law</p>

Responsible Unit/ Personnel: Computer Operator

Chief of Business V.

CONFIRM

Business Manager