

	ERCIYES UNIVERSITY FACULTY OF VETERINARY MEDICINE JOB DESCRIPTIONS		DOCUMENT NUMBER:	Vet_Fr.03-39
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Unit:		Dean's Office of the Faculty of Veterinary Medicine		
Position Title:		Examination Acceptance Commission		
Supervisor:		Dean		
Associated Unit:		Dean's Office of the Faculty of Veterinary Medicine		
BRIEF DESCRIPTION OF THE ROLE: <p>It is the responsibility to conduct the provisional and final acceptance of the procurement and service acquisitions determined and approved by the committees specified in the regulations, within the framework of the legislation; to examine whether the delivered goods or completed work comply with the specified conditions, and to assess whether all materials purchased by the Procurement Committee meet the standards and requirements.</p>				
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none"> - The Inspection and Acceptance Committee and its members are appointed by the Dean and carry out their activities upon approval by the Faculty Administrative Board. - It examines whether the goods or work delivered by the contractor to the administration comply with the conditions specified in the tender documents. - Committee members are present at each inspection and perform the necessary evaluations. - Priority is given to the inspection of perishable goods. - The Committee carries out the procedures to be followed in acceptance operations as specified in the tender documents. - Committee members continue in their roles until a new appointment is made. - In the event that a committee member leaves for any reason, a new member will be appointed by the Dean's Office. - Committee members are required to attend meetings unless they present an officially recognized excuse. - The situation of members who fail to attend meetings without providing documented justification will be evaluated by the Dean's Office. 				
PREPARED BY: QUALITY UNIT		CHECKED BY: VICE DEAN Prof.Dr. Murat KANBUR		APPROVED BY: DEAN Prof.Dr. Abdullah İNCİ