



ERCIYES UNIVERSITY
FACULTY OF VETERINARY MEDICINE

JOB DESCRIPTIONS

DOCUMENT NUMBER:	Vet_Fr.03-43
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Unit:	Dean's Office of the Faculty of Veterinary Medicine
Position Title:	Purchase Commission
Supervisor:	Dean
Associated Unit:	Dean's Office of the Faculty of Veterinary Medicine

BRIEF DESCRIPTION OF THE ROLE:

Within the framework of regulations, to identify and procure the materials required by the Faculty based on its needs, and to carry out the necessary procedures and processes for purchasing.


DUTIES AND RESPONSIBILITIES:

- The Procurement Committee and its members are appointed by the Dean and carry out their activities upon approval by the Faculty Administrative Board.
- To identify and procure the materials required by the Faculty based on its needs, and to carry out the necessary procedures for purchasing.
- To fulfill the requirements for various materials and labor, such as fixed assets, maintenance, repair, and consumables, within the Faculty.
- To conduct market research for the materials to be purchased.
- To procure the best materials or labor at the most competitive price.
- To prepare the documentation related to purchasing procedures.
- To assist in budget planning related to procurement.
- To report the decisions made by the Procurement Committee to the Dean's Office.
- The Procurement Committee is accountable to the Dean.
- Committee members continue in their roles until a new appointment is made.

PREPARED BY:
QUALITY UNIT

CHECKED BY:
VICE DEAN
Prof.Dr. Murat KANBUR

APPROVED BY:
DEAN
Prof.Dr. Abdullah İNCİ

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<ul style="list-style-type: none"> - 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