

	<p align="center"><b>ERCIYES UNIVERSITY</b></p> <p align="center"><b>FACULTY OF VETERINARY MEDICINE</b></p> <p align="center"><b>JOB DESCRIPTIONS</b></p>	<b>DOCUMENT NUMBER:</b>	Vet_Fr.03-16
		<b>PUBLICATION DATE:</b>	January 2019
		<b>REVISION NUMBER:</b>	1
		<b>REVISION DATE:</b>	March 2021
		<b>PAGE NUMBER</b>	
<b>Unit:</b>	Dean's Office of the Faculty of Veterinary Medicine		
<b>Position Title:</b>	<b>Revolving Capital Expenditure Commission</b>		
<b>Supervisor:</b>	Dean		
<b>Associated Unit:</b>	Dean's Office of the Faculty of Veterinary Medicine		
<b>BRIEF DESCRIPTION OF THE ROLE:</b>			
<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>- The Revenue Sharing Expenditure Determination Commission and its members are appointed by the Dean and operate after approval by the Board of Directors.</li> <li>- Material requests that need to be purchased are submitted to the commission.</li> <li>- The commission evaluates the requests based on their urgency and necessity.</li> <li>- The commission determines the quantities and types of materials to be purchased.</li> <li>- The commission sends the approved purchases to the Revenue Sharing Procurement Unit for acquisition.</li> <li>- Commission members shall continue their duties until a new appointment is made.</li> <li>- In case of the resignation or removal of a commission member for any reason, a new member will be appointed by the Dean's office.</li> <li>- Commission members are required to attend meetings unless they have an official excuse.</li> <li>- The situation of members who fail to attend meetings without documenting their excuse will be evaluated by the Dean's office.</li> </ul>			
<b>PREPARED BY:</b> <b>QUALITY UNIT</b>		<b>CHECKED BY:</b> <b>VICE DEAN</b> <b>Prof.Dr. Murat KANBUR</b>	
		<b>APPROVED BY:</b> <b>DEAN</b> <b>Prof.Dr. Abdullah İNCİ</b>	