

	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DESCRIPTIONS</p>		DOCUMENT NUMBER:	Vet_Fr.03-17
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Unit:		Dean's Office of the Faculty of Veterinary Medicine		
Position Title:		Revolving Capital Inspection Acceptance Commission		
Supervisor:		Dean		
Associated Unit:		Dean's Office of the Faculty of Veterinary Medicine		
<p>BRIEF DESCRIPTION OF THE ROLE:</p> <p>Within the framework of the regulations, to carry out the provisional and final acceptance of the procurement and service acquisitions identified and approved by the commissions specified in the regulation; to examine whether the delivered goods or completed work meet the specified conditions, and to determine whether all materials purchased by the Procurement Commission comply with the standards and requirements.</p>				
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - The Commission for Turnover Capital Inspection and Acceptance, along with its members, is established by the Dean and operates following the approval of the Board of Directors. - The commission examines whether the goods delivered to the administration by the contractor, or the work completed, meet the conditions specified in the tender documents. - Commission members are required to be present at every inspection. - Priority is given to the inspection of perishable items. - The commission carries out the acceptance procedures based on the processes outlined in the tender documents. - Commission members continue their duties until a new appointment is made. - If a commission member leaves for any reason, a new member is appointed by the Dean's office. - Commission members must attend meetings unless they have an official excuse. - The situation of members who do not attend meetings without providing documentation for their excuse 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