

	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DESCRIPTIONS</p>		DOCUMENT NUMBER:	Vet_Fr.03-18
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Unit:	Dean's Office of the Faculty of Veterinary Medicine			
Position Title:	Revolving Capital Purchase 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, it is the responsibility to identify the materials required based on the Faculty's needs and carry out the necessary procedures for their purchase.</p>				
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - The Procurement Committee and its members are established by the Dean and operate following the approval of the Board of Directors. - Identify and carry out the necessary procedures for purchasing materials required by the hospital. - Carry out the necessary tasks to meet the needs for equipment, maintenance, repair, consumables, and other manpower requirements in the hospital. - Conduct market research for the materials to be purchased. - Procure the best materials or workforce at the most reasonable price. - Prepare documents related to the purchasing process. - Assist with budget planning for purchases. - Report the decisions made by the Procurement Committee to the Dean's Office. - The Procurement Committee is accountable to the Dean. - Committee members will continue their duties until a new appointment is made. - In the event of a committee member's departure for any reason, a new member will be appointed by the Dean's Office. - Committee members are required to attend meetings unless they have a valid excuse. - If committee members fail to attend meetings without providing documentation of an excuse, their situation 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