

	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DEFINITIONS</p>	DOCUMENT NO:	Vet_Fr.01-14
		PUBLICATION DATE:	Ocak 2009
		REVISION NO:	1
		REVISION DATE:	Mart 2021
		PAGE NO:	
Unit:	Dean of the Faculty of Veterinary Medicine		
Task Name:	Purchasing Officer (Dean's Office)		
Chief:	Faculty Secretary		
Unit Affiliated	Faculty Secretary		
<p>BRIEF DESCRIPTION OF THE JOB:</p> <p>To prepare the documents for the faculty's purchases of goods and services and other expenditures and to prepare budget request correspondence.</p>			
<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> - To obtain and prepare information regarding the faculty budget, - To carry out and follow up the purchase of goods and services according to budget allocations, - To ensure and follow up the purchase of goods and services needed by the faculty, - To conduct market research and receive offers, - To prepare the Purchase Approval Document, - To make necessary correspondence regarding Purchase, - To prepare and follow up payment orders, - To follow the budget, if necessary, to follow the correspondence with the Strategy Development Department for revised, transferred or additional budget requests and to act accordingly, - To follow the purchasing requests by taking into account the current appropriation status - To make plans and programs regarding working principles - To carry out the duty in accordance with the quality management system policy, objectives and procedures - To comply with the warnings and instructions regarding work safety, to use the necessary personal protective equipment - To be responsible to the Dean's Office in fulfilling the above-mentioned duties - To perform other duties assigned by the Dean, Vice Deans and Faculty Secretary. 			

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