
	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DEFINITIONS</p>	DOCUMENT NO:	Vet_Fr.01-17
		PUBLICATION DATE:	Ocak 2009
		REVISION NO:	1
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Unit:	Dean of the Faculty of Veterinary Medicine		
Task Name:	Movable Registry Control Officer		
Chief:	Faculty Secretary		
Unit Affiliated	Faculty Secretary		
<p>BRIEF DESCRIPTION OF THE TASK: To make goods entry and exit of fixed assets and other materials in accordance with the provisions of the law, bylaw, regulation and legislation, to keep records of goods, services and materials received, to ensure that the materials received are controlled and stored. To carry out year-end counting operations and report to the Strategy Department.</p>			
<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> - To count and receive the movables obtained by the spending units that have been inspected and accepted according to their types and qualities, to store the movables that are not directly consumed and not given for use in the warehouse under their responsibility, - To keep records regarding the entry and exit of movables, to prepare the documents and tables related to them and to send the movable management account tables to the consolidated officer, - To deliver the movables that are deemed suitable to be given for consumption or use to the relevant persons, - To take and ensure that the necessary measures are taken to protect the movables against fire, wetting, deterioration, theft, etc., - To conduct warehouse counting and stock control, - To take preventive measures against losses and damages that may occur due to intent, fault, negligence or carelessness in the warehouses under their responsibility, - Not to leave his/her duty without handing over the warehouses under his/her responsibility, - To ensure that the warehouses are clean and tidy, - To meet the material demands of the units in proportion to the warehouse availability, to inform the relevant superior about the supply of missing materials, - To receive the fixed assets returned by the units, to delete the damaged and irreparable ones from the records, to destroy the scrapped material or to ensure that it is delivered to the specified place with a report, - To record the materials given through grants, - To ensure that the entry-exit records of movable goods and final accounts of fixed assets are prepared and signed by the end of the year and sent to the relevant units, 			

PREPARED BY: QUALITY UNIT	CONTROLLED BY: VICE DEAN Prof. Dr. Murat KANBUR	APPROVED BY: DEAN Prof.Dr. Abdullah İNCİ
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- To prepare a movable transaction receipt,
- To comply with warnings and instructions regarding work safety
- To assist in the planning of the needs of the spending unit
- To report to the spending authority any decreases in the warehouses due to theft or extraordinary reasons
- To perform other tasks assigned by the Dean, Vice Dean and Faculty Secretary.

PREPARED BY:
QUALITY UNIT

CONTROLLED BY:
VICE DEAN
Prof. Dr. Murat KANBUR

APPROVED BY:
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Prof.Dr. Abdullah İNCİ