

	<p style="text-align: center;"><b>TC</b>  <b>TOKAT GAZIOSMANPASA UNIVERSITY</b>  <b>PAZAR VOCATIONAL SCHOOL of HIGHER EDUCATION</b>  <b>Workflow Process Chart</b></p>	Publication Date: 15.11.2016
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<b>Movable Property Transactions Unit</b>		Workflow Number: İ.A.Ş. 029
<b>MOVABLE PROPERTIES ACQUIRED BY PURCHASE WORKFLOW PROCESS FOR REGISTRATION</b>	<b>Responsible</b>	<b>Legislation/Documents</b>
<p style="text-align: center;">Among the movables purchased by the spending unit, those that have been inspected and accepted are received by the movable registration authority by counting, weighing and measuring according to their type and quality.</p>	*Portable Registration Officials	<p>*Article 44 of the Public Financial Management Law No. 5018. Article 6 of the Movable Property Regulation prepared based on Article</p>
<p>Copies of the invoices and inspection acceptance reports of the movables received are given to the movable registration authority. For movables that are purchased from a center and delivered directly to more than one unit, two copies of Movable Temporary Receipt are prepared by the units to which the movable is delivered and one copy is sent to the purchasing unit.</p> <div style="text-align: right; border: 1px solid black; padding: 5px; margin-top: 10px;">portable Temporary Receipt</div>	*Portable Registration Officials	<p>*Article 15 of the Movable Property Regulation *Movable Temporary Receipt</p>
<p style="text-align: center;">Based on this receipt, the purchasing unit follows the Movable Goods Transactions, Entry, Purchasing Entry steps in TKYS and prepares three copies of a Movable Transaction Receipt and records the entry as a basis for payment and its own entry records.</p> <p style="text-align: center;">Temporary receipts received from other units are attached to the copy of this voucher remaining in the administration.</p>	*Portable Registration Officials	<p>*Article 15 of the Movable Property Regulation *Movable Transaction Receipt</p>