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| **HALİÇ UNIVERSITY DEPARTMENT OF FINANCIAL AFFAIRS SERVICE INVENTORY TABLE (APPENDIX-1)** |
| **SERIAL NO.** | **CORPORATE CODE** | **STANDARD FILE PLAN CODE** | **NAME OF SERVICE**  | **SERVICE****DESCRIPTION** | **NAME AND ARTICLE NUMBER OF THE LEGISLATION ON WHICH THE** **SERVICE IS BASED** | **SERVICE BENEFICIARIES** | **OFFICIAL/AUTHORIZED INSTITUTION** | **SERVICE DELIVERY PROCESS** |  |
| **CENTRAL ADMINISTRATION** | **PROVINCIAL UNITS** | **LOCAL ADMINISTRATIONS** | **OTHER (PRIVATE SECTOR ETC.)** | **DOCUMENTS REQUIRED FOR APPLICATION** | **FIRST APPLICATION****AUTHORITY** | **PARAPH LIST** | **INTERNAL CORRESPONDENCE THAT THE ORGANIZATION SHOULD MAKE, IF ANY** | **EXTERNAL CORRESPONDENCE THAT THE ORGANIZATION SHOULD MAKE, IF ANY** | **COMPLETION TIME OF THE SERVICE****SPECIFIED IN THE LEGISLATION** | **AVERAGE COMPLETION****TIME OFSERVICE** | **IS THE SERVICE PROVIDED ELECTRONICALLY?** |
| 1 | 12878320 | 930 | PurchasingTransactions | Needs Request Application; | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1- Purchase Request Form 2- Technical Specification | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 5 Days | NO |
| 2 | 12878320 |  | General Paperwork | Recording and Responding to Incoming and Outgoing Documents; | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | Official Letter or Petition. | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 1 Days | NO |
| 3 | 12878320 |  | Personnel Accrual and Payment Affairs | Finalization Procedures for Personnel Affairs Applications; | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1. Permission Form
2. Petition or Letter
 | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | Private and Legal Persons |  | 1 Day Before | NO |
| 4 | 12878320 | 930 | Purchasing Transactions | Direct Procurement(Goods and Service Procurement Request); | \_ | Internal and External Institution/Organization/Unit/Person | Department of Financial Affairs | \_ | \_ | \_ | 1- Purchase Request Form 2- Technical Specification | General Document Unit Personnel | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ | \_ | 5 Days | NO |
| 5 | 12878320 | 930 | Purchasing Transactions | Direct Procurement (Advance Transactions); | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1- Purchase Request Form 2- Technical Specification | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 2 Days | NO |
| 6 | 12878320 | 930 | Purchasing Transactions | Direct Supply(Only transactions of real or legal persons with special rights related to need); | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1- Purchase Request Form 2- Technical Specification | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 5 Days | NO |
| 7 | 12878320 | 930 | Purchasing Transactions | Direct Procurement (Contracts); | \_ | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1- Purchase Request Form 2- Technical Specification | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | Department of Administrative and Financial Affairs Vehicle Request/Allocation Form. | \_ |  | 12 Months | NO |
| 8 | 12878320 | 930 | Purchasing Transactions | Motor Vehicle Taxes;Exemption from MVT | - | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | Vehicle License. | Rectorate and affiliated units | Head of Department, Assistant Secretary General, Secretary General | Destruction of materials that are no longer required to be stored by the Rectorate and affiliated units (30-31-32-33 of the Regulation on State Archives) | \_ |  | On due date | NO |
| 9 | 12878320 | 930 | Purchasing Transactions | Compulsory Traffic Insurance; |  | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | Vehicle License. | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ | \_ | On due date | NO |
| 10 | 12878320 | 930 | Purchasing Transactions | Vehicle Inspections; |  | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | Vehicle License. | Department of Financial Affairs | Officer, Branch Manager, Department Head/Legal Counselor/Assistant Secretary General | \_ | \_ |  | On due date | NO |

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| 11 | 12878320 | 930 | Purchasing Transactions | Vehicle Maintenance and Repair; | - | Units under the Rectorate | Department of Financial Affairs | \_ | \_ | \_ | Vehicle Repair Request Form. | \_ | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | On due date | NO |
| 12 | 12878320 | 930 | Purchasing Transactions | Request for Procurement of Goods or Services through Tender Procedure; | - | Units under the Rectorate | Department of Financial Affairs | \_ | \_ | \_ | 1- Purchase Request Form2- Technical Specification.3- Qualification criteria in the Type Administrative Specifications. | \_ | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 1 Month | NO |
| 13 | 12878320 | 930 | Purchasing Transactions | Advertisement Expenses; | Pursuant to Article 17 of the Public Financial Management and Control Law No. 5018, the budget of the relevant year | Units under the Rectorate | Department of Financial Affairs | \_ | \_ | \_ | 1-Newspaper relevant to the advertisement. 2-Invoice. | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 3 Days | NO |
| 14 | 12878320 |  | Purchase of Goods and Services | Electricity, Water, Natural Gas Payments; | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Units under the Rectorate | Department of Financial Affairs | \_ | \_ | \_ | Invoice. | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | Correspondence on the approval, tender notification and formation of the commission members required for the tenderAfter-tender decisions, the letter written for preliminary financial control | \_ |  | On due date | NO |
| 15 | 12878320 | 930 | Purchase of Goods and Services | Telephone Payments; | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Units under the Rectorate | Department of Financial Affairs | \_ | \_ | \_ | Invoice. | \_ | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | On due date | NO |
| 16 | 12878320 | 930 | Purchase of Goods and Services | Legal Consultancy Payments; | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1. Invoice
2. Court Decision
 | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 15 Days | NO |
| 17 | 12878320 | 930 | Direct Procurement | Payments to International Organizations; | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs |  |  |  | 1-Contract letter with the organization.2-Invoice. | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 15 Days | NO |
| 18 | 12878320 | 930 | Direct Procurement | Work Experience Certificate Request; | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | Petition. | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 3 Days | NO |
| 19 | 12878320 | 930 | Purchasing Transactions | Request for Return of Collateral; | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | Petition. | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 3 Days | NO |
| 20 | 12878320 | 840 | Travel Procedures | Payment of Travel and Per Diem Expenses: | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ |  | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  |  | NO |
| a | 12878320 | 840 | Travel Procedures | Domestic Temporary Duty Travel Payments(Payment of Travel, Per Diem, Accommodation and Attendance fees to the personnel as a result of their assignments in Turkey); | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1- Assignment Letter.2- Domestic / International Temporary Duty Travel Notification 3- Invoice for the fees paid for the provision of accommodation.Those who are sent for examinations to determine their professional and medical qualifications for their duties or upon the necessity to be seen by their institutions, and those who are sent to seminars, congresses, courses or schools opened outside the place of office in order to increase their professional knowledge in the country;a-Document showing that they have attended the exam or course in question. For Travel by Airplane; b-Passenger ticket, Electronic Ticket or Invoice. c- One of the round-trip tickets registered on the ticket the ticket must be refunded due to non-use in the event that the travel costs are incurred. | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 5 Days | NO |

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| b | 12878320 | 840 | Travel Procedures | Foreign Temporary Duty Travel Payments(Payment of Travel, Per Diem, Accommodation and Participation fees to the personnel as a result of their assignment abroad); | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1- Assignment Letter.2- Domestic / International Temporary Duty Travel Notification 3- Invoice for the fees paid for the provision of accommodation.Those who are sent for examinations to determine their professional and medical qualifications for their duties or upon the necessity to be seen by their institutions, and those who are sent to seminars, congresses, courses or schools opened outside the place of office in order to increase their professional knowledge in the country;a-Document showing that they have attended the exam or course in question. For Travel by Airplane; b-Passenger ticketc-Document showing the actual travel fee if the ticket must be refunded due to the non-use of one of the round-trip registered in the ticket.d-Passport Sample, with the picture page of the passport | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 5 Days | NO |
| 21 | 12878320 | 930 | Direct Procurement | Goods Entry(Making Movable Transaction Registration of Purchased Materials); | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1-Invoice. 2-Delivery note.3-Inspection and Acceptance Report. 4- Donation Receipt. | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 5 Days | NO |
| 22 | 12878320 | 930 | Purchasing Transactions | Outputs | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1. Movable Request Document.
2. Movable Transaction Exit Receipt.
3. Embezzlement Report.
4. Durable Movables List.
 | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 3 Days | NO |
| 23 | 12878320 | 930 | Purchasing Transactions | Handover(Inter-unit or external); | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1. Transfer Request Form.
2. Movable Transaction Receipt Transfer Output.
3. External exit protocol form.
4. Institution Request letter.
 | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 30 Days | NO |
| 24 | 12878320 | 930 | Purchasing Transactions | Refunds(Goods that remain idle in the units or goods that are not used due to relocation, separation, etc. or goods that have become scrap); | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1. Technical Report.
2. Embezzlement Change and Delivery Form.
3. Scrap Notification Form.
 | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 30 Days | NO |
| 25 | 12878320 | 930 | Purchasing Transactions | De-registration | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1. Technical Report.
2. Dematerialization Offer and Approval Document.
3. Movable Transaction scrap output.
4. Commission Formation Minute.
 | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 30 Days | NO |
| 26 | 12878320 | 809 | Inventory Transactions | Inventory Transactions | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1- Entering Purchase Invoices into the system 2- Barcoding of Fixtures and Devices3-Debit Transactions Warehouse Stock Management4-Mobile Counting Casting Chart.5-Making an embezzlement list | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 30 Days | NO |
| 27 | 12878320 | 840 | Financial Affairs | General Accounting Transactions | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1-Invoice 2-Waybill, 3-Self-Employment Receipt, 4-Checks 5-Notes 6-Bank statements 7-Tax Declarations and BS/BA forms | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | Within 7 daysand LegalPeriods | NO |
| 28 | 12878320 | 840 | Financial Affairs | Student Accounting Transactions | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1-Student Payment Receipt 2-Student's OTS agreement with the bank 3-Student Intern Documents (Dean's Office or Vocational School Directorate letters) | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 30 Days | NO |
| 29 | 12878320 | 840 | Financial Affairs | Health Application Research Center Accounting ProceduresNONE | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1-Invoice 2-Waybill 3-Self-EmployedReceipt 4-Check 5-Note | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 30 Days | NO |
| 30 | 12878320 | 840 | Financial Affairs | University Project (Remer, Meditam, Tübitak, Istka, Development Agency Projects) All Financial and Finance Transactions | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1-Invoice 2-Waybill, 3-Self-Employed Receipt, 4-Checks 5-Notes 6-Bank statements 7-Documents required by Tubitak, Istka and Development Agency | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 30 Days | NO |
| 31 | 12878320 | 840 | Financial Affairs | Construction Accounting Transactions | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1- Progress files and documents 2-Invoice 3-Delivery note, 4-Self-Employment Receipt, 5-Check 6-Note 7-Bank statements 8-Letters of Guarantee | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 30 Days | NO |
| 32 | 12878320 | 840 | Financial Affairs | All university financial transactions (Central Finance, HARC Finance, Project Finance, Investment Finance) | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1-Invoice 2-Self-Employment Receipt 3-Check 4-Note 5-Letters of Guarantee | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | 30 Days | NO |

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| 33 | 12878320 | 900 | Personnel Accrual and Payment Affairs | University Personnel Transactions (Central Personnel Transactions, HARC Personnel Transactions and Internship Transactions) | Haliç University Purchasing and Tender Regulation published in the Official Gazette dated 25.09.2012 and numbered 28422 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1- Photocopy of identity card, residence, work contract required according to the Labor Law No. 4857. 2- A letter from the dean's office and graduate school directorates for internship procedures. 3- SSI employment and exit declarations 4- SSI Monthly Premium and Service Documents | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | Within 30 daysand LegalPeriods | NO |
| 34 | 12878320 | 841 | Budget Preparation and Implementation | University Budget Preparation Procedures | According to YÖK Law No. 2547 | Haliç University | Department of Financial Affairs | \_ | \_ | \_ | 1- University Income Statement and Balance Sheets 2- Number of students belonging to faculties and schools | Department of Financial Affairs | Head of Department, Assistant Secretary General, Secretary General | \_ | \_ |  | At the end of year-end transactions | NO |