PAYROLL AND PROCUREMENT

- To prepare all expenditure documents of the School, including travel allowances, per diems, additional course payments, overtime, salaries and procurement documents, in accordance with the relevant budget classification and procedures, to submit them to the Strategy Development Department, and to monitor the process.
- To ensure that all payments are made in a timely manner and to take the necessary measures.
- To conduct market research in procurement processes.
- To monitor the procedures and processes concerning the appointment of contracted foreign academic staff.
- To adopt the necessary measures to ensure that the social security (SGK) contributions of academic, administrative and international personnel are duly paid in a timely manner.
- To ensure the timely completion of social security (SGK) registration and deregistration procedures for personnel appointed to and leaving the School.
- To monitor the procedures and processes concerning personnel who have left their duties, commenced duties, are on leave, on medical leave, or assigned to temporary duty.
- To maintain, back up and archive, in accordance with the relevant procedures, the files related to expenditure and accrual.
- To verify the availability of sufficient appropriations, to take the necessary measures, and to carry out procedures related to additional appropriations and budget transfers.
- To ensure that the commitment and accrual documents to be attached to the payment order are complete and accurate.
- To inform the superiors, in a timely manner, of persons who fail to submit, despite request, the information and documents required as a basis for payments, and of any information that may cause delays in payments.
- To ensure that expenditures are in compliance with the applicable laws, regulations and by-laws.
- To prepare the School's internal and external correspondence in accordance with the "Regulation on the Procedures and Principles to be Applied in Official Correspondence" and the "Kütahya Dumlupınar University Directive on Signatory Authorities," to prepare documents for signature, and to ensure that they are delivered to the relevant parties.
- To monitor and conclude the correspondence related to the unit in the Electronic Document Management System (EBYS).
- To inform senior management of the work and procedures performed and to provide explanations, together with their reasons, for those not carried out.
- To perform any other duties and procedures assigned by senior management.

- To comply with the principles of promptness, confidentiality and accuracy in the course of work.
- To endeavor to work in coordination and harmony with other units in order to enhance efficiency and performance.
- To perform any duties deemed appropriate by the Directorate in accordance with the applicable legislation and the instructions of the superior.
- To exercise the utmost care and diligence to ensure the confidentiality of information related to the Directorate.
- To perform other duties assigned by the Director, the Deputy Director and the School Secretary.