

Unit of:	Information Technologies Department			
Sub-Unit:	Administrative Services			
Sensitive Tasks	Sensitive Duty Staff	Risk Level	Instead of Duty The result of not being	Procedure (Precautions To Be Taken) or Controls)
Unit website arranging, updating	Telat KAYA Nazlı KOYMAT	Middle	Loss of Reputation	1-Web page daily, weekly and monthly periodic checking and updating, 2-The necessary technique to our university units providing support, 3-Requests related to the web page fulfill without waiting
Delivery of movable goods, be placed in the warehouse or Exits	Selçuk KARAAĞAÇ	High	Financial loss, gain interest, wrong count.	1- Counting in certain periods during the year, 2- Regular keeping of movable entry and exit records, 3- Transfer-delivery operations without the time of the task change.
Tender and purchasing studies	Aydın ÇALIŞKAN Selcen ÇELENKOĞLU	Middle	Unfair competition, tender cancellation, providing benefits.	1-Following the changes related to the Public Procurement Law, 2-Receiving opinions from the strategy Development Department on hesitated matters.
Salary, runner, etc. pay with related payment documents preparation	Aydın ÇALIŞKAN Nazlı KOYMAT	High	Incorrect payment, wrong transaction, loss of rights.	1-Regular follow-up of the processes related to personnel matters (report, promotion etc.), 2-Making the payment documents ready on time.
Official documents correspondence, relevant unit in time or sending to organizations	Aydın ÇALIŞKAN	Middle	Disruption of work flow, investigation.	1-Day and urgent fulfillment of work and transactions related to documents, without delay, 2-Following the documents that have not been terminated in EBYS and daily documents,

				3-system without interruption in permits and sanitary permits
Preparation of the budget and management	Osman ÇİVİTÇİOĞLU Selcen ÇELENKOĞLU Aydın ÇALIŞKAN	High	Budget deficit, fines, financial loss.	1-Periodic control and follow-up of appropriations, 2-Checking the appropriations before starting the purchase, 3-Notification of appropriation needs to the relevant department on time.
Sending retired pending documents to SSI	Aydın ÇALIŞKAN	High	Fines	1-Making pensions with salary transactions, 2-To make the related notifications to the relevant institutions within the period.

Responsible Unit Supervisor
Selcen ÇELENKOĞLU
Branch Manager D.

Confirming
Osman ÇİVİTÇİOĞLU
Head of Partment