

 FIRAT ÜNİVERSİTESİ	MOVABLE REGISTRATION AUTHORITY	Document No.	KYS-GRV-048
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JOB TITLE	Movable Registry Authority
TITLE AFFILIATED	Unit Chief

JOB DESCRIPTION

To carry out the work and transactions for which he/she is responsible within the framework of the authorities required by his/her title, in accordance with the law and other legislative regulations.

DUTIES, AUTHORITIES AND RESPONSIBILITIES

- Receive the movables acquired by the spending unit, which have been inspected and accepted, by counting, weighing and measuring them according to their type and characteristics, and store the movables that are not directly consumed and not given for use in the warehouses under its responsibility
- Receive the movables that cannot be inspected and accepted immediately by checking them, and prevent them from being given for use without their final acceptance, except for consumables whose final acceptance can be made after they have been used for a certain period due to their characteristics
- Keep records regarding the entry and exit of movables, prepare documents and tables related to them and send the movable property management account tables to the consolidated officer upon request
- Deliver movables that are deemed suitable for consumption or use to the relevant persons
- Take and ensure that the necessary measures are taken to protect movables against fire, wetting, deterioration, theft and similar dangers
- Notify the spending officer of the decreases in the warehouse due to theft or extraordinary reasons
- Conduct warehouse counting and stock control, To report movables falling below the minimum stock level determined by the authorized person to the spending authority
- To check the durable movables in use where they are located, to count them and to have them counted
- To assist in the planning of the material needs of the spending unit
- To prepare the management account of the movables for which the records are kept and to submit them to the movable control authority to be submitted to the spending authority
- To be responsible for the losses and deficiencies in their warehouses due to their intention, fault, negligence or negligence
- Not to leave their duties without transferring and delivering their warehouses
- To be responsible to the spending authority for the accuracy of their transactions

QUALIFICATIONS REQUIRED FOR THE JOB

- To meet the conditions specified in the Civil Servants Law No. 657
- To have the necessary decision-making and problem-solving skills to continue the activities in the best way

LEGAL BASIS

- Civil Servants Law No. 657
- Movable Property Regulation