

	Republic of Turkey Konya Technical University Legal Advisory Office Workflow Process Form	Document No	HUK-İA-1.35.009
		Date of First Issue	18.05.2022
		Revision No	00
		Revision Date	00.00.0000
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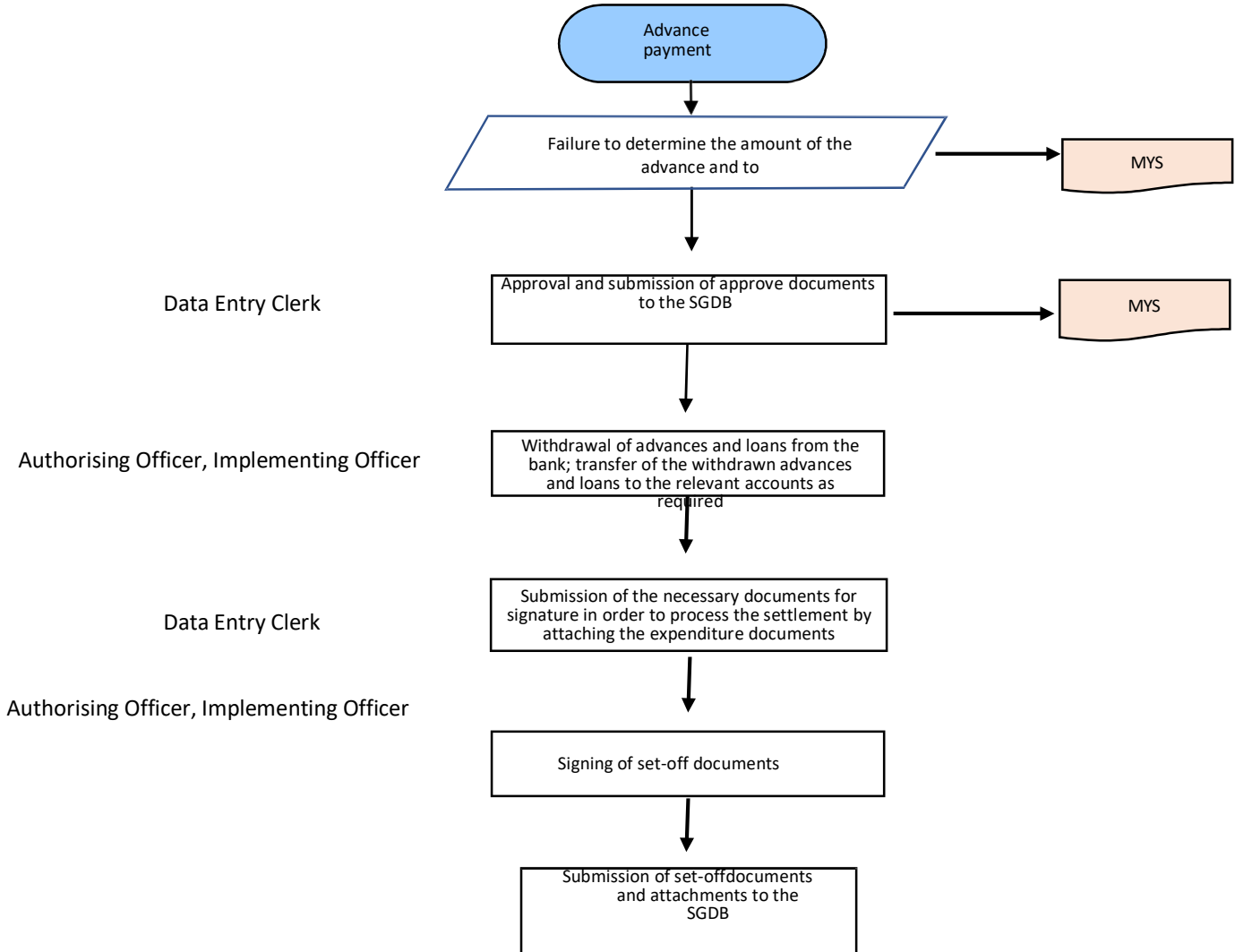
1- Process Description	The advance payment process
2- Process Owner	Legal adviser
3- Process Objective	The aim is to establish a standard procedure for the activities carried out as part of the monitoring of legal proceedings brought against the university, which includes specifying who is responsible for each step and the expected outcomes
4- Relevant Legal Provisions	-Law No. 5018 on Public Financial Management and Control -Regulation on the Procedures and Principles Governing Advance Payments -General Circular of the General Directorate of Accounting
5- Risks/Opportunities	Disruptions Caused by Incomplete or Late Payment of Fees and Charges / Timely Completion of Work
6- Process Inputs (Documents)	1- Determining the advance amount and preparing the documents without submitting the request for approval 2- Granting approval and sending the approved documents to the SGDB 3- Withdrawal of the advance and loan from the bank, and deposit of the withdrawn advance and loan into the relevant accounts as required 4- Submission of the necessary documents for the settlement process, with expenditure documents attached, for signature 5- Signing of the settlement documents 6- Submission of the settlement documents and their attachments to the SGDB



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7- Process Manager	8- Workflow Diagram	9- Process Outputs
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10- PROCESS ASSESSMENT CRITERIA	
11- PROCESS PERIOD	As court rulings are issued
Prepared by	Manager of the Department Approving the Document