KTO KARATAY ÜNİVERSİTESİ	**ACTIVITY ORGANIZATION AND SOCIAL MEDIA COMMISSION WORKFLOW**	Document No	
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Workflow Steps	**Responsible Unit / Responsible Person**	**Related Documents**
Determination of the Activities Planned to Be Organized by the Commission and Submission to the Head of Department	Activity Organization and Social Media Commission Members	Meeting Minutes
↓ Submission of an Official Cover Letter to the Dean's Office at Least One Month Prior to the Event Date, Including the Event Request Form, Procurement Request Form, and Program	Department Chair's Office	Electronic Document Management System (EDMS)
↓ Forwarding of Requests from the Dean's Office to the Rectorate with an Official Cover Letter	Office of the Rector	Electronic Document Management System (EDMS)
↓ Preparation of the Budget by the Procurement Office	Financial Affairs Coordination – Procurement Office	Electronic Document Management System (EDMS)
↓ Approval by the Rectorate and Notification to the Dean's Office	Office of the Rector	Electronic Document Management System (EDMS)
↓ Issuance of Official Correspondence to the Relevant Units Regarding the Requests by the Faculty Secretariat	Faculty Secretariat	Electronic Document Management System (EDMS)
↓ Announcement of the Event on the Website and Social Media Platforms	Department Chair's Office Activity Organization and Social Media Commission Members	Website – Social Media

Prepared by Commission Members	Prepared by Commission Members	Prepared by Commission Members