KTO KARATAY ÜNİVERSİTESİ	**EVENT ORGANIZATION AND SOCIAL MEDIA COMMISSION WORKFLOW**	Document No	İAE-03
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Workflow Steps	Responsible	Related Documents
At the beginning of the semester, determining the events planned by the relevant commission and submitting them to the Head of Department	Event Organization and Social Media Commission	Meeting Minutes
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At least one month prior to the event date, submitting an official letter to the Dean's Office, including the Event Request Form, Procurement Request Form, and the program schedule.	Head of Department	EDMS Correspondence
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Forwarding the requests by the Dean's Office to the Rectorate via an official letter.	Rectorate	EDMS Correspondence
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Preparation of the budget by the Procurement Office.	Financial Affairs Coordination Office – Procurement Office	EDMS
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Approval by the Rectorate and notification to the Dean's Office.	Rectorate	EDMS
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Sending official letters to the relevant units regarding the requests by the Faculty Secretariat.	Faculty Secretariat	EDMS
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Conducting the event and sharing it on the website and social media.	Head of Department	Website – Social Media

Prepared by	System Approval	Approval for Entry into Force
Commission Members	Department Board	Head of Department

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