

Department Duties and Responsibilities Scope

Executive Summary: Our Department is responsible for executing all non-tender procurement processes, managing advance payments, travel allowances, per diems, and service accruals. Additionally, it oversees dining services management, meal cards, turnstile access systems, and service data maintenance. All procurements are strictly conducted within allocated budget limits in compliance with Public Procurement Law No. 4734 for academic, administrative units, and student clubs.

CORE OPERATIONAL AREAS

OPERATIONAL DOMAIN	DETAILED RESPONSIBILITIES & FUNCTIONS
Procurement Direct Procurement & Purchasing	Carries out all procurement procedures other than those conducted through formal public tenders. Within allocated budget limits, procures necessary goods and services required by: - Academic Units - Administrative Units - Student Clubs and Organizations All activities are executed through relevant budget expenditure items in full compliance with Public Procurement Law No. 4734 and applicable legislation.
Finance Financial & Accrual Operations	Manages core financial administrative processes including: - Advance payment procedures and disbursements - Travel allowance calculations and processing - Per diem transactions for university personnel - Accrual processes for external and internal service contracts
Operations Dining Services & Campus Access	Oversees and ensures the seamless, effective operation of the university dining service system: Administration of meal card operations required for campus dining

OPERATIONAL DOMAIN	DETAILED RESPONSIBILITIES & FUNCTIONS
	• Prompt resolution of meal-related issues experienced by students and staff • Troubleshooting and technical resolution of turnstile access problems • Collection, maintenance, and reporting of data related to University dining services

REGULATORY FRAMEWORK

Legislative & Financial Compliance: All purchasing, service accruals, and financial administration operations are conducted under the strict governance of Public Procurement Law No. 4734. Expenditures are systematically mapped to and regulated by official departmental budget items to ensure auditability, transparency, and fiscal responsibility.

This document provides an official structural summary of the core duties, procurement scope, and administrative services executed by the Department.