

Responsible	Workflow Process	Documentation / Output
Requesting Project Coordinator / Officer	The Project Coordinator submits the purchasing petition.	• Automation System
Officer	Available Appropriation - Job Description - Job Nature - Job Quantity - Tender Method - Project Code - Coordinator Name.	• Automation System
Officer	The coordinator's request is taken into consideration, Purchasing Coordination Approval is sent, and the purchasing process is initiated. Offers are sent to companies via email (10 days period is given). An announcement is organized through the automation system.	• Automation System
Officer	Incoming offers are accepted, checked, and evaluated for compliance. If appropriate, the coordinator's approval is obtained, and an order is placed with the company based on the incoming offers.	• Automation System
Project Coordinator	When the materials and invoice arrive, the Project Coordinator prepares the Inspection and Acceptance Commission and Market Research Report, and brings them to the unit along with the invoice and 3 proforma invoices.	• Automation System
Officer Realizing Officer Spending Authority	The Project Coordinator's Petition, Technical Specification Approval Document, Offers, Inspection and Acceptance Commission Report, Market Research Report, Company's Tax Debt Clearance Certificate, Prohibited Status Certificate, and TIF (Movables Registration Document) are checked. Payment documents are delivered to the Department of Strategy Development with the signatures of the Realizing Officer and Spending Authority.	-