

**Legal Entity of Public Law -  
Batumi Shota Rustaveli State University  
Regulation of the Financial-Economic Department**

**Article 1. General Provisions**

1. This provision defines the functions and activities of the financial-economic department of the Shota Rustaveli State University (hereinafter - the University) and the Financial - Economic Department (hereinafter - the Department).
2. The Department is conducting the activities with the legislative acts of Georgia, the Charter of the University, with the present provisions and other acts.
3. The department is accountable to the Head of the University Rector and Administration within the competence.

**Article 2. Structure and Functions of the Department**

1. The task of the Department is to provide students and staff with the best management of the financial resources of the University to create normal conditions for learning, work and scientific research.
2. The Department is a subsidiary structural unit of the university administration, which consists of sub-structural units:
  - A) Accounting-reporting service (accounting);
  - B) Procurement service;
3. The functions of the department are:
  - A) Regulation of the university budget process (preparation of the University Budget project faculties and management bodies of independent scientific-research units and implementation of the necessary measures for approval by the Representative Council as well as systematic supervision of performance of budget indicators);
  - B) Conducting the university accounting and reporting process;
  - C) Organize state procurement (elaboration of annual procurement plan, determination of quantity and quantity of goods purchased during the calendar year) and monitored implementation of procurement plans;
  - D) Ensure accounting of the principal assets of the university, commodity material values and principal capital-investments;
  - E) Prepare draft agreements on behalf of the University within the competence of the University and conduct documentation of the fulfillment of the conditions of the contract;
  - F) Development of proposals about the measures (penalty sanctions, etc.) to the offender on each fact of violation of contractual terms and submission to the head of the administration;

- G) Organize inventory activities and coordinate with the Department of Material Resources Management of the University;
- H) To perform the duties of the University Rector and / or Head of Administration, as determined by the Georgian legislation, in accordance with the task of the Department.

**a. The Accounting Service (Accounting) functions:**

- A) ensure timely and uninterrupted movement of the university funds, accounting and financial reporting preparation and monitoring of them;
- B) Timely accrual of employees, remuneration of scholarships and other funds (payments) and monitoring them;
- C) Issuance of business trip taxes and subtaxes and closing requirements;
- D) Carrying out cash management operations and accounting;
- E) Carrying out banking operations and accounting;
- F) synthetic and analytical accounting of non-financial assets (basic means) and low-cost items;
- G) synthetic and analytical accounting of warehouse farming;
- H) analytical accounting of debtor / lender;
- I) perform other functions provided by the Georgian legislation.

**b. The functions of the procurement service are:**

- A) Conducting university procurement procedures;
- B) Organize the BSU procurement plan and correction process according to sources of financing;
- C) Conducting market research and analysis of the university procurement according to the law applicable to the individual procurement object and submitting the information collected;
- D) Prepare university procurement contracts;
- E) Organize the preparation and submission of reports on the progress of quarterly and contracts;
- F) Supervision over the fulfillment of terms of the contract by the supplier, as well as supervision over the term of the contract on state procurement within the competence of the service and for this purpose coordinated work with the relevant structural units of the university ("additional agreements", etc.);
- G) Perform other functions related to state procurement;

**Article 3. Staff of the Department**

1. The staff of the Department is the Head of this Department, the Head of Accounting-Reporting Service (Chief Accountant), Head of Procurement Service, Chief Specialists, Leading Specialists and Specialists.
2. The personnel of the department are appointed and dismissed by the head of the administration, including the head of the department - in agreement with the rector.
3. Head of department:
  - A) Supervises the execution of functions defined by the Georgian legislation of Georgia by the Georgian legislation, the acts of the university and of this provision, and in case

the absence of the head of the administration (vacation, business trip, etc.) performs his / her duties;

B) Is responsible for correctly conducting the activities of the Department, is obliged to rationally divide the description of works approved by the Order of the Executive Director, and the University's Legal Acts and control the quality of the completed work;

C) Prepares proposals within the competence of the department and submits to the head of the administration and the rector;

D) Behaves in the name of the Department and is in the relationship with the Third Persons, within the limits of the authority specified;

E) Confirms or agrees with the visa within the competence of its competent legal entities and correspondence projects prepared by the department or university structural units;

F) Solicits the allocation of funds, equipment and inventory that is necessary for the functions and tasks of the Department;

G) Periodically hear the staff personnel report on their work;

H) Submits proposals to the head of the administration on the use of disciplinary liability measures in case of department structures, staff units, functions, promotion or disciplinary misconduct;

I) Submit the activity report to the head of the rector and the administration;

J) Is responsible for the formation and effectiveness of the university budget according to the applicable legislation;

K) Is carrying out this provision, the legal acts of the University and other functions and tasks defined by the Georgian legislation within the competence of the Department.

4. Description of the staff of the other personnel (persons employed on the staff units provided by the University Staff Schedule) is determined by the order of the Head of Administration, in accordance with the functions defined by this Regulation.
5. Changing the number or number of staff units provided for in this article shall not change the amendment to this provision.

#### **Article 4. Rule of Amendments and Additions to the Regulation**

The amendments and additions to the provision shall be implemented by the decision of the Representative Council.