



T.C.
KARABUK UNIVERSITY
ACADEMIC AND ADMINISTRATIVE STAFF
ASSIGNMENT TRANSFER REPORT FORM

Doküman No	UNİKA-FRM-0114
Yayın Tarihi	27.03.2024
Revizyon Tarihi	-
Revizyon No	0

Unit: FACULTY OF BUSINESS ADMINISTRATION

Assignment Transfer Report Form to be Completed by Departing Personnel	
Name Surname	
Title	
Duties Performed	
Start Date of Assignment	
Reason for Assignment Transfer	<input type="checkbox"/> Leave <input type="checkbox"/> Retirement <input type="checkbox"/> Job Change <input type="checkbox"/> Workload <input type="checkbox"/> Resignation
Nature of the Assignment	<input type="checkbox"/> Financial <input type="checkbox"/> Administrative <input type="checkbox"/> Educational <input type="checkbox"/> Other
Authorities in the Transferred Assignment	<input type="checkbox"/> Signature Authority <input type="checkbox"/> Reporting Authority <input type="checkbox"/> Financial Affairs Authority <input type="checkbox"/> Other
Most Recent Correspondence/Documents Related to the Transferred Assignment	Date: Subject: Sent Department: Received Department:
Challenges Encountered and Suggestions Regarding the Transferred Assignment	
Documents and Attached Files Related to the Transferred Assignment	

Serial Number	Completed/Ongoing/Planned Services and Activities	Description



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TRANSFERRING OFFICER	RECEIVING OFFICER
Name Surname	Name Surname
Title	Title
Date	Date
Signature	Signature

APPROVER
Name Surname
Title
Date
Signature