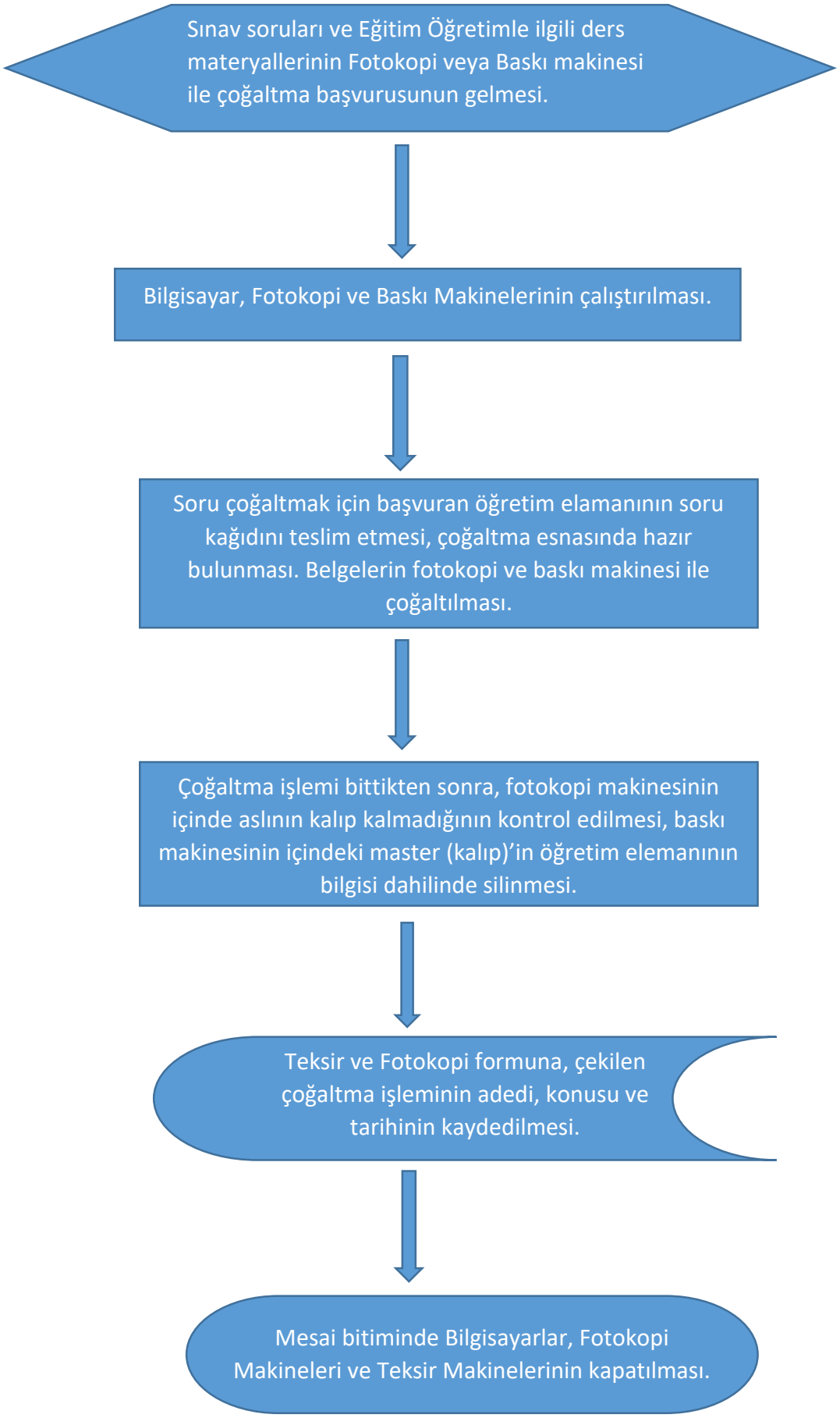GAZİ EĞİTİM FAKÜLTESİ FOTOKOPİ BİRİMİ İŞ AKIŞ ŞEMASI