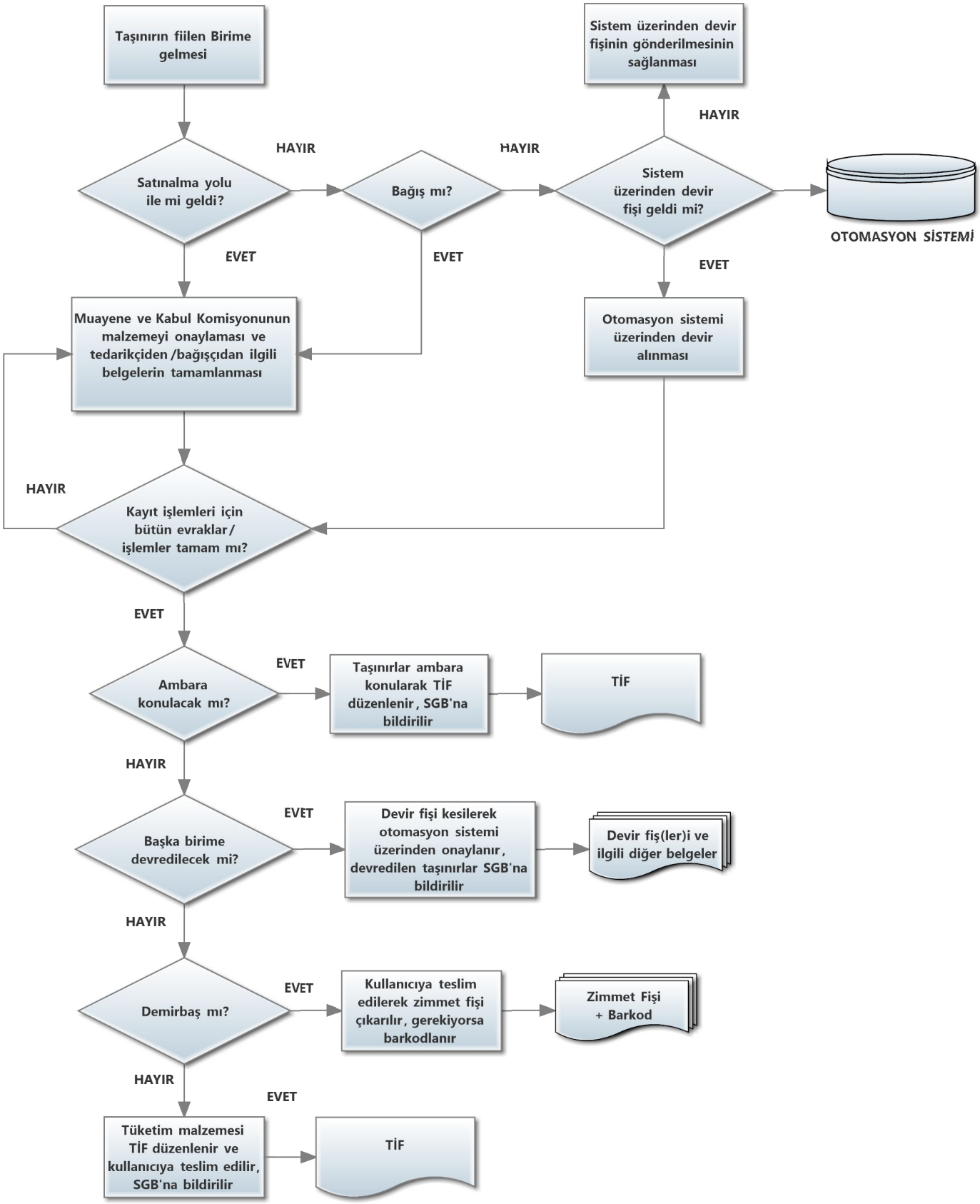Taşınır Kayıt, Zimmet ve Devir İşlemleri İş Akış Süreci