Delta State

Finance and Administration/VPF

Procurement and Auxiliary Services

Procurement & Auxiliary Services Mission Statement

Mission statement
The office of Procurement & Auxiliary Services mission is to ensure an efficient and effective procurement process for university goods and services; timely payment of university financial obligations; and the management and reduction of risk through the procurement of property, liability and other insurance coverage.

Related Items
There are no related items.

PAS 01: OU Requisitions
Start: 7/1/2011
End: 6/30/2012

User Outcome
Requisitions will be converted to purchase orders within five business days of receipt.

Data Collection (Evidence)
Requisitions will be tracked on a spreadsheet from receipt to purchase order date.

Results of Evaluation
To be implemented in FY2013.

Use of Results and Recommendations
To be implemented in FY2013.

Related Items
There are no related items.

PAS 02: OU Payment Requests
Start: 7/1/2011
End: 6/30/2012

User Outcome
Payment requests will be processed and checks written with three weeks of being received.

Data Collection (Evidence)

Results of Evaluation
To be implemented in FY2013.

Use of Results and Recommendations
To be implemented in FY2013.

Related Items
There are no related items.

PAS 2012_01: University Travel Policies
Start: 7/1/2011
End: 6/30/2012

Unit Goal
University Travel Policies

Evaluation Procedures
A comprehensive reveiw and updating of university travel policies and procedures will be completed in FY2012.

Actual Results of Evaluation
University staff have a better understanding of applicable travel policies and procedures.

Use of Evaluation Results
Travel policies were partially updated in FY2012, resulting in some processing improvements and clearer policies. Updating travel policies will continue in FY2013.

Related Items
📄📊**SP4.Ind08: Campus Efficiencies**

PAS 2012_02: Inventory Process
Start: 7/1/2011
End: 6/30/2012

Unit Goal
Re-engineer equipment inventory control process.

Evaluation Procedures
Conduct inventory training workshops and field verify existing inventory.

Actual Results of Evaluation
The Director of Procurement & Auxiliary Services was assigned additional staff to support the inventory process in FY2012. Ms. Bobbie Dean was assigned the role of Inventory Officer and began working with the Director on a department by department field verification of inventory.

Use of Evaluation Results
Inventory counts and values were updated for the State Auditor's office.

Related Items
📄 📊 **SP4.Ind08: Campus Efficiencies**

PAS 2012_03: Travel Reimbursements
Start: 7/1/2011
End: 6/30/2012

Unit Goal
Research technical and operational procedures necessary to direct deposit travel reimbursements.

Evaluation Procedures
Campus personnel will receive travel reimbursements directly into their respective bank accounts.

Actual Results of Evaluation
This goal was not implemented in FY2012. It is an on-going goal and can be found in the FY2013 goals.

Use of Evaluation Results
This goal was not implemented in FY2012. It can be found in the FY2013 goals.

Related Items
📄 📊 **SP4.Ind08: Campus Efficiencies**

PAS 2012_04: Contract/Agreement Policy
Start: 7/1/2011
End: 6/30/2012

Unit Goal
Implementa contract/agreement policy and procedure

Evaluation Procedures
Develop a new written policy, update the central contract filing system, and conduct training as needed.

Actual Results of Evaluation
New policies and procedures were written, approved by the President's Cabinet, and distributed to the campus.

Use of Evaluation Results
The new policies and proceses now govern the handling of contracts and agreements.

Related Items
There are no related items.

Section IV.a

Brief Description

Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable

Narrative
Procurement and Auxiliary Services processes all accounts payable and travel reimbursements, issues all purchase orders, conducts procurement processes for items greater than $5,000, conducts and /or provides technical assistance on RFPs, and maintains a central file for all institutional contracts and agreements.

Section IV.b

Comparative data
Enrollment, CHP, majors, graduation rates, expenditures, trends, etc.

Judgment
□ Meets Standards □ Does Not Meet Standards □ Not Applicable

Narrative
N/A

Section IV.c

Diversity Compliance Initiatives and Progress

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative
There are three staff in Procurement & Auxiliary Services. In November of FY2013, a minority hire was made. Procurement & Auxiliary Services will work with the new Diversity Officer/Affirmative Action office on purchasing goods and services from minority contractors.

Section IV.d

Economic Development Initiatives and Progress

Judgment
☐ Meets Standards   ☐ Does Not Meet Standards   ☐ Not Applicable

Narrative
N/A

Section IV.e

Grants, Contracts, Partnerships, Other Accomplishments

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative
Procurement & Auxiliary Services began an intensive review of all purchasing processes in FY2012. Further improvements and study will be conducted in FY2013. Additionally, Procurement assisted in several RFPs, including the bookstore vendor RFP, the copy services vendor RFP, aircraft purchases and surplus sales, and house sales. In addition, the staff assisted the State Auditor in 25% property audit.

Section IV.f

Service Learning Data

List of projects, number of students involved, total service learning hours, number of classes, faculty involved, accomplishments.

Judgment

□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative

N/A

Section IV.g

Strategic Plan Data
Only use this section if you have strategic plan info to report that is not covered in other areas of your report

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative
N/A

Section IV.h

Committees Reporting To Unit

Each unit includes in the annual plan and report a list of the committees whose work impacts that unit or any other aspect of the university; along with the list will be a notation documenting the repository location of the committee files and records. Committee actions affecting the unit's goals may be noted in other applicable sections of the annual reports. Not required to be included in the unit's annual plan and report, but required to be maintained in the repository location, will be a committee file that includes, for each committee: Mission and by-laws, Membership, Process, Minutes.

Judgment

□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative

N/A

Section V.a

Faculty (Accomplishments)
Noteworthy activities and accomplishments

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative
N/A

Section V.b

Staff (Accomplishments)

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative
Ms. Beverly Lindsey is in her third year as Director. Beverly attended a continuing education purchasing course in pursuit of her certification as a purchasing professional. Ms. Annie Garcie resigned in late FY2012 and new appointment has been made.

Section V.c

Administrators (accomplishments)

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative
N/A

Section V.d

Position(s) requested/replaced with justification

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative
N/A

Section V.e

Recommended Change(s) of Status

Judgment
☐ Meets Standards   ☐ Does Not Meet Standards   ☐ Not Applicable

Narrative
N/A

Section VI.a

Changes Made in the Past Year

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative

Section VI.b

Recommended Changes for the Coming Year

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative