

## **Unit Missions**

### **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.

## **User Outcomes**

### **PAS 01: OU Requisitions**

**Start:** 7/1/2012

**End:** 6/30/2013

#### **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**

Plan has been implemented in 2013

#### **Use of Results and Recommendations**

Implemented in FY 2013

#### **Related Items**

There are no related items.

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### **PAS 02: OU Payment Requests**

**Start:** 7/1/2012

**End:** 6/30/2013

#### **User Outcome**

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

#### **Data Collection (Evidence)**

#### **Results of Evaluation**

Implemented in FY 2014

#### **Use of Results and Recommendations**

Fully Implement in FY14

#### **Related Items**

There are no related items.

 **PAS 2013\_01: Purchasing Process**

Start: 7/1/2012

End: 6/30/2013

**Unit Goal**

Review and update all purchasing processes and forms used in the purchasing process

**Evaluation Procedures**

A review of all purchasing policies and procedures will be conducted to determine whether current practices incorporate all Banner technology improvements, whether paper forms contain all necessary information, and whether all necessary approvals are in place and functioning as efficiently as possible.

**Actual Results of Evaluation**

To be fully implemented in FY 2014

**Use of Evaluation Results**

Input from campus personnel on the new purchasing policies and practices will be used to continuously improve the process.

**Related Items**

  SP4.Ind08: Campus Efficiencies

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 **PAS 2013\_02: University Travel Policies**

Start: 7/1/2012

End: 6/30/2013

**Unit Goal**

Review and update university travel policies.

**Evaluation Procedures**

Review and update university travel policies and procedures.

**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 FY2013 resulting in some processing improvements and clearer policies. Updating travel policies will continue in FY2014

**Related Items**

  SP4.Ind08: Campus Efficiencies

**Section IV.a**

**Brief Description**

**Judgment**

Meets Standards       Does Not Meet Standards       Not Applicable

**Narrative**

**Section IV.b**

**Comparative data**

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

**Judgment**

Meets Standards       Does Not Meet Standards       Not Applicable

**Narrative**

**Section IV.c**

**Diversity Compliance Initiatives and Progress**

**Judgment**

Meets Standards       Does Not Meet Standards       Not Applicable

**Narrative**

**Section IV.d**

**Economic Development Initiatives and Progress**

**Judgment**

Meets Standards       Does Not Meet Standards       Not Applicable

**Narrative**

**Section IV.e**

**Grants, Contracts, Partnerships, Other Accomplishments**

**Judgment**

Meets Standards       Does Not Meet Standards       Not Applicable

**Narrative**

**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**

**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**

**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**

**Section V.a  
Faculty (Accomplishments)**

Noteworthy activities and accomplishments

**Judgment**

Meets Standards       Does Not Meet Standards       Not Applicable

**Narrative**

**Section V.b  
Staff (Accomplishments)**

**Judgment**

Meets Standards       Does Not Meet Standards       Not Applicable

**Narrative**

**Section V.c  
Administrators (accomplishments)**

**Judgment**

Meets Standards       Does Not Meet Standards       Not Applicable

**Narrative**

**Section V.d  
Position(s) requested/replaced with justification**

**Judgment**

Meets Standards       Does Not Meet Standards       Not Applicable

**Narrative**

**Section V.e  
Recommended Change(s) of Status**

**Judgment**

Meets Standards       Does Not Meet Standards       Not Applicable

**Narrative**

**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**