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.
Unit Goals

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

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