I. Unit Title: Office of Procurement Services

Division or School/College: Office of Finance

Unit Administrator: Samuel L. Washington
II. Division/Department Goals for the Current Year

A. Goal # 1 Educate and update departments on changes in the procurement process.
   1. Institutional Goal which was supported by this goal: Goal number 3 of the strategic plan.

   2. Evaluation Procedure(s): Our office conducted campus-wide training on purchasing/property policies and procedures.

   3. Actual Results of Evaluation: Approximately 90 – 95% of the campus attended the sessions.

   4. Use of Evaluation Results: Implemented online requisitions to cut down on paper flow.

B. Goal # 2 Maintain the use of the procurement card via internet and other departments on campus
   1. Institutional Goal which was supported by this goal: Goal number 3 of the strategic plan.

   2. Evaluation Procedure(s): Trained staff on the use of the procurement card and its benefits.

   3. Actual Results of Evaluation: More departments signed up for procurement card services

   4. Use of Evaluation Results: Eliminated many small requisitions, improved vendor relations through prompt payments.

C. Goal # 3 Continue to audit and track property on campus with a target of 100% accuracy.
   1. Institutional Goal which was supported by this goal: University strategic goal number 3

   2. Evaluation Procedure(s): Printed and distributed quarterly inventory listings to all departments, audited nearly all academic departments.

   3. Actual Results of Evaluation: Audits were completed, all discrepancies were identified and corrected.

   4. Use of Evaluation Results: Found several problem areas and gave corrective instructions for improvement.
D.  **Goal # 4** Receive payment requests and distribute checks to vendors in a timely manner
1. **Institutional Goal which was supported by this goal:** University strategic goal number 3
2. **Evaluation Procedure(s):** Trained departments on proper completion of requests and valid documentation.
3. **Actual Results of Evaluation:** No noticeable change in numbers of documents received, slightly fewer documentation errors.
4. **Use of Evaluation Results:** Refine documentation training and continue refresher training for departments.

E.  **Goal # 5** Update our webpage to make it a useful tool in disseminating information
1. **Institutional Goal which was supported by this goal:** University strategic goal number 3
2. **Evaluation Procedure(s):** Reviewed web page content and added, corrected, and updated all information that could be completed.
3. **Actual Results of Evaluation:** Web page is current and available for departments and individuals to refer to.
4. **Use of Evaluation Results:** More departmental use of the webpage and fewer informational calls to our department.

F.  **Goal # 6** Seek improvements in ordering processes for the Purchasing Store
1. **Institutional Goal which was supported by this goal:** University strategic goal number 3
2. **Evaluation Procedure(s):** Implemented e-mail follow-up between Purchasing Store, Purchasing Agent, and Director
3. **Actual Results of Evaluation:** Fewer instances of late orders and less depleting of supplies, able to fill department orders consistently.
4. **Use of Evaluation Results:** Improve the flow of materials to the campus.

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### III. Data and information for department

**Training Manuals**
IV. Personnel: Samuel L. Washington (Director), Margie Millican (Purchasing Coordinator), Lequint Caswell (Receiving/Property Analyst), Kathy Givens (Accounts Payable Analyst Senior), Dianne Serio (Accounts Payable Analyst)

Noteworthy activities and accomplishments: Reorganized department and changed name to Office of Procurement Services effective July 1, 2006

New position(s) requested, with justification: None

Recommended change of status: None

V. Division/Department Goals for Coming Year

A. Goal # 1 Seek professional development opportunities for staff
   1. Institutional Goal(s) supported by this goal: University strategic goal number 3

   2. Expected Results: Staff will gain valuable knowledge and insight into processes and procedures that will help eliminate waste and reduce overall university expenses.

   3. Evaluation Procedure(s): Staff will become more self-sufficient and able to make determinations of best procedures with minimal supervisory input.

   4. Use of Evaluation Results: Staff will make recommendations for improvements based upon knowledge gathered from training activities.

B. Goal # 2 Refine procedures for receiving and tracking university inventory
   1. Institutional Goal(s) supported by this goal: University strategic goal number 3

   2. Expected Results: Eliminate discrepancies in inventory listings and unaccounted-for property.

   3. Evaluation Procedure(s): Inventory lists will be sent to departments for internal audits, lists will be returned signed by department head verifying completion and accuracy of results.

   4. Use of Evaluation Results: 100% of inventory items accounted for on internal and state audits.