

DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT
Academic Year 2005-06

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.

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.