DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT
For FY 2005

I. Unit Title: Office of Purchasing/Accounts Payable/Property

Unit Administrator: Samuel L. Washington

II. Data and information for department: The unit is responsible for the oversight of university procurement processes to ensure compliance with state law and university policies. We administer the university procurement card program, sign rental and lease agreements, advertise bid specifications and supervise bid openings, train university personnel on purchasing and property procedures, update insurance coverage for buildings and vehicles, and we administer the American Express Corporate Card program.

III. Personnel: Our unit has a director and four staff members. The staff is: Margie Millican, Purchasing Agent; Dianne Serio, Senior Secretary; Kathy Givens, Accounts Payable Clerk; Amy Whittington, Accountant I.

Noteworthy activities and accomplishments: The unit director, Samuel L. Washington, was awarded his re-certification as a Certified Professional Public Buyer (CPPB) from the National Institute of Governmental Purchasing (NIGP), to take effect on July 1, 2005. Dianne Serio was awarded her CPPB from NIGP in September 2004, which completed the certification of the entire purchasing staff.

New position(s) requested, with justification: None

Recommended change of status: The name of the department should be changed to the Office of Procurement Services to better reflect the total procurement process that we oversee. Three positions should be upgraded to support this change. The Purchasing Clerk should become the Chief Purchasing Officer. The current employee is certified in purchasing and this position is the second-in-command for the unit. I propose that the salary range be increased to between $30,000 - $33,000 dollars to reflect the gravity of the position. The Senior Secretary should become the Purchasing Clerk. The current employee is now certified in purchasing and can take on more of the purchasing responsibility. I propose that the salary range for the position be increased to between $20,000 – $22,500 dollars to reflect the increased knowledge base and responsibilities. The Accounts Payable Clerk should become the Accounts Payable Administrative Clerk to better reflect the experience level of the current employee and the desired level of any future employee. I propose a salary range of $18,000 - $21,500 for this position. These changes will improve unit morale, increase the professional standards and expectations, and better align the unit with the other university procurement offices under the MS IHL structure.
IV. Department Goals for FY 2005

A. Goal # 1. Our unit will continue to provide quality oversight of procurement functions with minimal errors and processing time, we will maintain and enhance our relationships with our vendors through timely payment of invoices for goods and services, and we will ensure that the assets of the university are promptly and properly accounted for and used to their fullest potential to maximize the university’s investment.

B. Institutional Goal which was supported by this goal: Goal # 3

C. Expected Results: Goods and services that are needed by the university will be acquired in a timely fashion and vendors will be compensated in a like fashion. This will ensure that all faculty and staff have the required items to perform their duties at the time the items are needed. University assets will be identified and tracked throughout their full duty cycle on the campus, to include the transferring and/or discarding of assets that no longer are useful to the university.

D. Evaluation Procedure(s): This goal will be met when no department suffers any down time or erosion of ability to perform their mission due to misappropriation of funds or lack of available and obtainable resources. We are using departmental error forms to identify training needs and telephone feedback to identify shortcomings in the services we are providing.

E. Actual Results of Evaluation: Our training efforts will need to increase to ensure that all departments have a clear understanding of the laws and regulations pertaining to procurement, as well as their role in the procurement process. We must ensure that we adhere to a timeline for taking in documents and moving them through our office expeditiously. The evaluation of these areas will continue indefinitely.

F. Use of Evaluation Results: Our evaluation results did not lead to the formulation of any new goal(s); rather the results heightened our awareness of how we are performing and what we must do to improve our performance.
V. Learning Outcome Assessment Plan

A. Learning Outcome # 1: Prioritize departmental needs

We will work to help departments make better determinations of what goods and services are needed and when they must be acquired in order to minimize departmental interruptions and down time.

B. Assessment Tools and Methods

Measure One: Requisitions

Measure Two: Error forms

C. Data Collection and Analysis

Data Collection Procedure: Requisitions are checked for accuracy and content to ensure that departments are acquiring items that are consistent with the needs of the university. Error forms are collected from the departments to document that a law, policy, or procedure has been identified to the department with corrective measures suggested.

Analysis Procedure: Each measure is examined to search for trends that would alert us to areas where additional training would be beneficial.

D. Results of Evaluation

Findings: Departments must be more attentive to their needs and make requests in a timelier manner

Recommendation 1: Provide additional training in procurement processes to departments.

E. Use of Evaluation Results

Response: We are developing a recurring training program that will increase departmental knowledge of procurement law, policies, and procedures which will help to inefficient practices.

F. Assessment Team Members

Members: Samuel L. Washington
VI. Learning Outcome Assessment Plan

A. Learning Outcome #2: Maintain inventory records
   We will ensure that all university assets are properly identified, accounted for, and disposed of, in accordance with state law and university policies.

B. Assessment Tools and Methods
   
   Measure One: Internal Audits
   
   Measure Two: Quarterly Inventory Lists

C. Data Collection and Analysis

   Data Collection Procedure: Our office is conducting an annual equipment audit for each department. Inventory lists are sent to each department on a quarterly basis. Each department will note any discrepancies and return a copy of the listing to our office.

   Analysis Procedure: Audit results are sent to each department and division head to ensure that discrepancies are noted and corrected. Discrepancy lists are collected from each department and a report of corrections will be returned once all discrepancies are resolved.

D. Results of Evaluation

   Findings: More training is needed in proper inventory tracking procedures.

   Recommendation 1: Provide additional training in inventory tracking to departments.

E. Use of Evaluation Results

   Response: We are developing a recurring training program that will increase departmental knowledge of inventory tracking requirements and ensure that all items are accounted for.

F. Assessment Team Members

   Members: Samuel L. Washington

Note: All sections must be addressed