PURCHASING
1. Description of Administrative Responsibilities
   A. Plan, organize, and direct everyday functions of Purchasing Department, Accounts Payable, and Property Control.
   B. Purchase commodities and equipment for University, according to University and State guidelines.
   C. Administer use of University Procurement Card.
   D. Sign all lease and rental agreements.
   E. Initiate bid specifications and supervise bid openings.
   F. Advise University departments on Purchasing and Property policies and procedures.
   G. Responsible for University automobile and building insurance.

2. Administrative philosophy, objectives, and strategies for achieving them.
   My administrative philosophy is basically to let my people do what they were hired to do. I am not a micromanager but provide them with the tools to do their job through training and making decisions. I am here to provide guidance in making some of those decisions.

3. Departmental Goals and progress toward achieving the goals.
   A. Educate and update departments on changes in the procurement process.
   B. Expand the use of the procurement card through Internet and other departments on campus.
   C. Continue to audit and track property on campus.
   D. Bring Banner Receiving on-line.
   E. Continue to efficiently receive payment requests from departments and distribute checks to vendors in a timely fashion.

4. Innovations or improvements and impact on your area of responsibility.
   A. Crossed trained some individuals in Purchasing on some Accounts Payables duties to efficiently use personnel.
   B. Developed new policies and procedures to effectively execute the mission of our office (meal and conference registration).

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6. Indicate how these goals relate to the University's strategic objectives and institutional challenges.
   All of the above stated goals relate to the University's objectives and challenges in relation to efficiency and effectively running the University.

7. Identify performance measures to assess progress toward achieving goals.

8. Additional resources need from University
   A. New printers for purchase orders within the next two years.
   B. Replacement computers within next year.
   C. Upgrades to the Property Control tracking system.

9. Personal career goals for the next four years.