Office of Purchasing/Accounts Payable/Property  
Samuel L. Washington, Director  
2002-2004 Performance Review

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
   H. Administer the use of the American Express Corporate Card

2. Administrative philosophy, objectives, and strategies for achieving them.

   My administrative philosophy is to allow my staff the freedom to perform their individual jobs without undue prodding or harassment. I will ensure that everything that is needed to perform the job is available and I will secure whatever training that is needed for staff members to feel comfortable with making routine and some non-routine decisions and then taking appropriate action. I will be available to my staff to provide direction and support and to help ensure that we are complying with all university and state regulations governing purchasing, accounts payable and property.

3. Departmental Goals and progress toward achieving the goals.
   A. Continue to 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. Prepare for the advent of online Banner.
   E. Evaluate the department’s processes for handling purchase requisitions, purchase orders and travel authorizations to gauge where problem areas exist and to implement corrective actions to improve our performance.
   F. Continue to evaluate and improve processes for obtaining state contract items for departments from the Purchasing Store.

4. Innovations or improvements and impact on your area of responsibility.
   A. Continued to use Purchasing personnel to help relieve work load of Accounts Payable staff.
   B. Revised the draft policies and procedures manuals for purchasing, travel, and accounts payable to effectively execute the mission of our office.
C. Enrolled Accounts Payable staff in the Institute of Accounts Payable Professionals (IAPP) to provide opportunities for professional development and networking.
D. Enrolled Senior Secretary in two purchasing courses offered by the National Institute of Governmental Purchasing (NIGP), with the ultimate goal being for her to receive her purchasing certification which will allow us to increase her role in the purchasing process.
E. Instituted regular staff meetings/training sessions to keep staff informed of university events and to receive feedback on processes and policies.

   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. Continue to efficiently receive payment requests from departments and distribute checks to vendors in a timely fashion.
   E. Improve turnaround time for processing requisitions, purchase orders and travel authorizations.

6. Indicate how these goals relate to the University’s strategic objectives and institutional challenges.

These goals are in line with the stated vision of the president to make Delta State University the best regional university in America. These goals will help to eliminate wasteful policies and incorporate useful strategies to improve the procurement process for the university.

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

No specific measurements are in place currently. We will develop standards of performance which will be implemented and measured in FY 05.

8. Additional resources needed from University
   A. New printer for purchase orders within the next fiscal year.
   B. Laptop computer for Purchasing Director within next fiscal year in preparation for online Banner.

9. Personal career goals for the next four years
   A. Complete Commercial Aviation Masters degree
   B. Obtain Certified Professional Purchasing Officer (CPPO) designation from NIGP within two years.
   C. Obtain initial property certification from the National Property Managers Association (NPMA) within next fiscal year.