1. Description of Administrative Responsibilities
   I. Plan, organize, and direct everyday functions of Purchasing Department, Accounts Payable, and Property Control
   J. Purchase commodities and equipment for University, according to University and State guidelines
   K. Administer use of University Procurement Card
   L. Sign all lease and rental agreements
   M. Initiate bid specifications and supervise bid openings
   N. Advise University departments on Purchasing and Property policies and procedures
   O. Responsible for University automobile and building insurance
   P. Administer use of 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.

10. Departmental Goals and progress toward achieving the goals.
   A. Educate and update departments on changes in the procurement process.
   B. Maintain the use of the procurement card through Internet and other departments on campus.
   G. Continue to audit and track property on campus with a target of 100% accuracy.
   H. Continue to efficiently receive payment requests from departments and distribute checks to vendors in a timely fashion.
   I. Update our webpage to make it a useful tool in disseminating information on purchasing, accounts payable and property issues throughout the campus.
   J. Update inventory and streamline ordering processes for the purchasing store.

11. 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. Further refined the policies and procedures manual to incorporate new travel processes and clarify purchasing procedures.
C. Developed and presented the purchasing section of the Office of Finance’s training presentation which helped faculty and staff better understand the procurement process.

   A. Provide additional education and updates to departments on changes in the procurement process.
   F. Continue to audit and track property on campus.
   G. Develop statistical measures to evaluate our effectiveness in processing payment requests from departments and distributing checks to vendors in a timely fashion.
   H. Have all departmental property 100% accounted for by the end of the fiscal year.

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

   These goals continue to support the president’s stated vision of turning Delta State University into the best regional university in the country.

14. Identify performance measures to assess progress toward achieving goal.

   We have implemented a purchasing log which will help us track the movements of documents through our department. We will also use the log to evaluate our on-time movement of these documents, with the goal of processing all purchase requests within five business days. We will also set a goal of making all changes in the property database by the 10th of the following month.

15. Additional resources needed from University
   A. Consolidated printer/copier for purchase orders and general printing
   B. Replace Director of Purchasing computer with IBM laptop to facilitate the expected launch of Online Banner.

16. Personal career goals for the next four years.
   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 the fiscal year.