



Planning and Evaluation Tracking

College Year: 2006-2007

Division of: Finance and Adm. Services

Person Responsible: Terry Berg

Department of: Purchasing

Person Responsible: Vickie Shelton

Purpose Statement: Assure the procurement of goods and services for AC in an ethical and legal manner while utilizing best practices.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Reduce the length of time for vendors to be paid by assuring that employees with purchasing privileges comply with purchasing procedures.	<p>1. a. After completing mandatory training, employees who repeatedly do not follow purchasing procedures, will completely and accurately comply with PO procedures 100% of the time, as measured by a log maintained by purchasing.</p> <p>1. b. Purchasing has simplified and given better instructions on our receiving reports to aid our initiators.</p> <p>1. b. After attending the training, AC departments will comply with purchasing notification procedures 100% of the time as measured by central receiving log.</p> <p><i>(Objective revised 11/06)</i></p>	<p>1. a. *October 2005-June 2006 Total trained=33 100% compliance of ones trained *reflects training dates of this office</p> <p>1.b. no data obtained</p>	<p>1. a. After successful completion of training, attendees are complying. Action plan: Any individual who is non-compliant will be asked to attend the requisition training offered through POD at the next scheduled time. These trainings will be scheduled several times during the year.</p> <p>1. b. Objective has been revised to be an outcome.</p>