



Planning and Evaluation Tracking

College Year: 2007-2008

Division of: Finance and Adm. Services
 Department of: Purchasing/Records
Retention

Person Responsible: Terry Berg

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.	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. 1. b. After attending the training, AC departments will comply with purchasing notification procedures 100% of the time as measured by central receiving log. <i>(Objective revised 11/07)</i> b. After notifying AC departments within 1 week of material delivered, AC departments will submit receiving copy of PO to purchasing 100% of time,	1. a. June 2006-October 2007 Total trained=42 100% compliance of ones trained 1. b. only 74% in compliance with turning in paper work	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. 1. b. Compliance was not up to expectation, will revise objective to get compliance.

for timely payment of
invoices as measured by
the central receiving log.

2. Standardize labels on boxes
for storage, retention and
inventory purposes.

2. a. Accurately identify items
for storage by holding
training sessions with AC
departments to inform them
of rules to follow, for 80%
compliance as measured by
database record system.