

## Department: Purchasing

*What are the main objectives of your unit and how do you measure success in achieving them? How do you review and evaluate your department's yearly performance?*

Our unit strives to provide the University community with professional, efficient procurement of goods and services and to ensure maximum value for dollars spent. It is our desire to provide prompt, courteous and fair treatment to all our customers which includes vendors. Our department's effectiveness is measured by the number of purchases and pcard transactions that are processed in compliance with Fiscal and Procurement Rules. No formal review or evaluation is conducted for the department, however yearly evaluations are conducted for individuals within the department.

*In what ways does your unit relate to other units of the university, academic and non-academic?*

We assist students, faculty, and staff, in obtaining the goods and services required to perform their duties in the most cost effective and timely way possible. We issue pcards to faculty and staff and monitor them. We also issue purchase orders, requests for information, requests for proposals, and bids. We provide campus training as to required State of Colorado fiscal rules and procurement rules.

*What resources do you need to improve your services to a superior level? How could the university help your unit do its job better?*

Additional staffing to dedicate to pcard would help improve services and validate compliance. Ongoing communication and awareness of the various University/Department Policies would help our unit do a better job.

*Do you see needs and demands for services that your unit cannot currently meet? If so, what are they, and how do they relate to the university's mission?*

Yes. Our limited staffing creates challenges with procurement card audits. It is recommended that we audit cards each year. While audits are performed ongoing we are only able to review about 40% of our cardholders annually. Having the ability to educate and serve the university's community ensuring pcard purchases are in compliance with Fiscal and Purchasing Rules and ensure maximum value for all dollars spent is of fiscal value to the University's Mission.