

Purchasing and Property Control

Office of Purchasing and Property Control

Introduction

The mission of the Purchasing Office is to procure and secure all materials, supplies, and services for the University's operations and to provide said items and services of proper quantity and quality at the time and place needed. This is to be done at the lowest possible cost while establishing and maintaining a reputation for fairness and integrity. The Purchasing Office operates as a service function to the entire University.

Performance Objective 1 Perfect the purchasing process; make the process simple and efficient for the department user.

1 Assessment and Benchmark

Benchmark: 100% of training requests will be performed with the most current information.

1.1 Data

Fiscal Year	# of training session requests	# of requested training sessions performed	% of requested training sessions performed
2014	3	3	100%
2015	2	2	100%
2016	10	10	100%
2017	11	11	100%
2018	14	14	100%

1.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

Send campus-wide emails/letters to inform departments of important purchasing or property control changes. Keep the Purchasing and Property Control website up-to-date. Training methods will be published online and training content will be updated annually.

2017-2018:

Important Purchasing and Property Control information is communicated through campus-wide emails and posted on the Purchasing and Property Control websites. The websites are reviewed annually and are updated as needed.

2 Assessment and Benchmark

Benchmark: ≤ 5 unauthorized purchases per year.

2.1 Data

Fiscal Year	# of unauthorized purchases
2014	3
2015	1
2016	0
2017	5
2018	2

2.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

Classify and record any/all unauthorized purchases on purchase orders. Send letter to the department reminding/reprimanding them to follow all purchasing procedures. Effective 2017-2018, the benchmark will be changed too.

2017-2018:

Purchasing has sole authority to place orders for the University, following the state procurement rules and regulations. Purchases made by a department without prior approval from the Purchasing Department are considered unauthorized purchases and are classified as such in the Banner system. If an unauthorized purchase is made, the individual and the individual's department is sent a letter counseling them and reminding them that the purchasing policy and procedures must be followed.

3 Assessment and Benchmark

Benchmark: ≥ 20 participants in procurement card for purchasing and revise processes for accountability in a timely manner.

3.1 Data

Fiscal Year	# of participants using procurement card	# of procurement card participants for travel	# of procurement card participants for purchasing
2014	23	NA	NA
2015	39	22	17
2016	40	23	17
2017	43	25	18
2018	40	23	17

3.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

Accept procurement card applications within policies established.

2017-2018:

Following both the state's LaCarte Procurement Card Policy and McNeese's Procurement Card Policy, procurement card applications will be accepted upon employee request and their supervisor's approval. Both the state and MSU policies are being updated with required revisions and will be effective July 1, 2018. In the past year, a couple of cardholders were repeatedly late in turning in their reconciled p-card purchases and log. The revised McNeese State University policy will address this issue by setting a submission deadline and if repetitive tardiness of these reconciled documents persists, the cardholder could lose their cardholder privileges.

4 Assessment and Benchmark

Benchmark: 100% compliance with policies, plans, procedures, laws, and regulations through external audits performed by the State Legislative Auditor.

4.1 Data

Fiscal Year	% compliance	# of bids	# of purchase orders
2014	100%	112	4570
2015	100%	111	5048
2016	100%	128	5417
2017	100%	172	5336
2018	100%	172	5052

4.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

Keep departments informed of state contracts which may be used to ensure quality and quicker delivery. Monitor/review documents such as bid files, purchasing orders, and state contract purchase orders to comply with state regulations. Regularly review changes in state purchasing policy to ensure McNeese's continued adherence to these guidelines and forward information to campus.

2017-2018:

After the Procurement Specialist 3 retired last year, the Purchasing Department was restructured and the procurement personnel are excited to learn new tasks. In addition to learning new tasks, McNeese Purchasing department regularly reviews the state's purchasing policy and webpages to ensure continued compliance with the state's policies, procedures, laws, and regulations. Campus e-mail is used to keep McNeese departments informed of any new state purchasing updates or any new/revised state contracts. Bid files and purchase orders are monitored and reviewed to comply with state regulations.

Performance Objective 2 Improve property/inventory process and continue to comply with Louisiana Property Assistance Agency.

1 Assessment and Benchmark

Benchmark: 100% compliance with Louisiana's Property Assistance Agency.

1.1 Data

2016-2017:
The 2017 Legislative audit is in process.

2017-2018:
The results of the 2018 Legislative audit were favorable.

1.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:
Regularly review state property rules and regulations to ensure McNeese's continued adherence to meet these guidelines.

2017-2018:
Regularly review state property rules and regulations to ensure McNeese's continued adherence to meet the state guidelines.

2 Assessment and Benchmark

Benchmark: \$0 amount difference in reconciling McNeese's property records to State's property records.

2.1 Data

Fiscal Year	Amount difference
2014	\$0
2015	\$0
2016	\$0
2017	\$0
2018	\$0

2.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:
Continue to reconcile the University's property control reports to those of the State.

2017-2018:
Continue to reconcile the University's property control reports to those of the State.

3 Assessment and Benchmark

Benchmark: Locate at least 99% of University's departmental inventory.

3.1 Data

Fiscal Year	# of items in inventory	# of items not located	% of University's departmental inventory located
2014	7899	101	99.99%
2015	7986	67	99.99%
2016	8220	116	99.99%
2017	8250	103	99.99%
2018	7151	150	99.98%

3.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:
Departments are to accurately perform inventory of fixed assets. If items are not located on first attempt, a letter will be sent to the department to perform a second inventory. If item is not located, representatives of Property Control will perform campus-wide inventory. Property Control will also perform random audits of inventory and require mandatory training session before departments receive inventory packets.

2017-2018:
The University departments must properly classify, safeguard, and dispose of its equipment to keep accurate

inventory. Departments are required to accurately perform an annual physical inventory of fixed assets in their areas. If the department's items are not found during their first attempt, a letter is sent to the department (with Vice Presidents being copied) to perform a second inventory search. With the last couple of years showing an upward trend of unlocated items, property inventory training sessions were offered before the departments could receive their inventory packets. The training covered the importance of safeguarding the equipment, discussed the Property forms and where they can be located, the proper way of disposing of obsolete equipment, and reviewed the policies and procedures for fixed assets.

Performance Objective 3 Administer the Professional Services Contract procedure.

1 Assessment and Benchmark

Benchmark: 100% of all professional services contracts costing \$49,999 or less will follow McNeese procedures of using the requisition system.

1.1 Data

Fiscal Year	# of professional services contracts
2014	295
2015	310
2016	360
2017	255
2018	260

1.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

Continue to monitor and educate the revised professional services contract procedures.

2017-2018:

The contract form name was changed from Professional Services Contract to the General Services Contract. The General Services Contract and procedures were updated with the required revised statutes. The form was made to be an application/PDF for easier data input. Purchasing will continue to monitor and educate the campus on the usage of the General Services Contract.

2 Assessment and Benchmark

Benchmark: 100% of all completed professional service contracts (with costs between \$2,000 and \$49,999) for current fiscal year will receive a Performance Evaluation by the requesting department.

2.1 Data

Fiscal Year	# of contracts	# not returned	% of evaluations returned
2014	NA	NA	NA
2015	83	0	100%
2016	133	4	99.97%
2017	89	0	100%
2018	106	NA	NA

2.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

The contracting department is to submit the performance evaluation form of all completed professional service contracts to Purchasing. If performance evaluations are not received in a timely manner, email reminders will be sent to departments notifying them of the required evaluation for their completed contract.

2017-2018:

To be more easily accessible, the performance evaluation form will be uploaded on the same webpage as the General Service Contract and procedures. At end of each fiscal year, the departments with completed contracts between

\$2,000 and \$49,999 receive reminders from Purchasing to complete and submit the required performance evaluation form and return to Purchasing for filing. For the purpose of this assessment, the previous year's results are entered because they are received/compiled after the due date of the current report.