



PROGRAM REVIEW
Administrative Services

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SECTION A RESOURCES AND CAPACITY

What are the mission and goals for your program area, department or office?
Identify the indicators and measures for each goal.

***MISSION:** The Purchasing Office supports the College with excellence in procurement in all areas. This includes the main campus as well as the learning centers and SCCC.*

GOALS/INDICATORS:

- The Purchasing Office stays current with state purchasing rules & regulations, and informs the campus of these changes.
 - Policies listed on the College web site are reviewed on an annual basis (based on state and purchasing changes).
 - Rule compliance information is sent out to campus within two weeks being notified (for significant issues).

How does your program area, department or office support the college administrative unit to which you report (i.e. Student Services, Administrative Services, Human Resources, etc.)? **The Purchasing Office assists Administrative Services in the following ways: credit card reconciliation, contracts, obtaining cost effective pricing through bids/quotes, contract research, cost analysis, monitoring internal purchasing policies, problem resolution, and ensuring State of Washington rule compliance.**

Is the current budget allocation for your program, department or office sufficient to meet your mission and goals? Why or why not? **Yes.**

Is the staffing for your department, program or office sufficient to fulfill your mission and goals? Why or why not? **Yes.**

Is space allocated and available to the department, program or office adequate to fulfill your mission and goals? Why or why not? **Yes.**

Are equipment allocations, available equipment, and technology support adequate to support the services provided and fulfill goals? Why or why not? **The current DOS purchasing software program may be in need of replacement in the near future. The program is becoming more temperamental non-responsive, and is extremely old. Sandy Lloyd is currently working on updating to VMware (virtual software) to run the Reality purchasing program. In the summer, Sandy Lloyd will begin looking at the Windows based purchasing software program that we own. Once the software program is running, it may be utilized for day-to-day purchases or as a back-up purchasing program if it proves to be helpful to the Purchasing Office.**

Are all required policies and procedures for your area up-to-date, clear, and easily accessible? **Yes, the Purchasing Office policies are easily accessible on the Grays Harbor College website. Purchasing procedures have been reviewed and streamlined within the last year. Policies will be reviewed on an annual basis and adjusted as necessary.**

SECTION B ASSESSMENT AND IMPROVEMENT

What evidence do you have to indicate that you are successfully achieving the goals of your department, program or office?

- This year, the Purchasing Office received purchasing rule updates from various state agencies (E.g. OFM, GA, SBCTC). An email was sent out to Grays Harbor College employees within two weeks of receiving the regulation update notification.
- The Purchasing Office procedures were reviewed this year and updated on the Grays Harbor College website in September of 2009. The update included internal procedures and mandates from the state level.

SECTION C IMPROVEMENT AND SUSTAINABILITY

Based on the evidence you gathered in SECTION B:

- The Purchasing Office will continue to monitor purchasing regulation updates and review procedures on an annual basis. Grays Harbor College staff will be provided updates via email within two weeks of procedure notification.
- The Purchasing Office would like to provide one or two informative/training sessions per year regarding purchasing procedures.