



**FRANCIS MARION UNIVERSITY**  
**OFFICE OF PURCHASING**  
**IE DEPARTMENTAL ASSESSMENT PLAN**

**ASSESSMENT PLAN PERIOD:** July 1, 2015 - June 30, 2016

**DEPARTMENTAL MISSION STATEMENT:** The Purchasing (Procurement) Office is charged with the responsibility of conducting the purchasing function in a manner which results in obtaining the most efficient and effective use of university funds. Procurement policy shall be accomplished in accordance with ethical practices and applicable law.

Our purpose is to support University departments by providing the goods and services necessary for educational, research and public service missions. To accomplish this mission the Purchasing Office, issues solicitations, maintains contracts and assists departments in all procurement matters

Goals	Desired Outcomes	Assessment Methods and Procedures	Results	Planned Improvements Based on Assessment Results
1. Promote procurement best practices through effective policies, procedures, and controls.	A) The department will receive an unqualified audit report. B) The audit will cite no more than five (5) minor material weaknesses. C) 90% of appropriate procedural modifications will be implemented within six (6) months of the final report.	On an approximately three-year rotational basis, the Materials Management Division of the S.C. Budget and Control Board will conduct an external audit of departmental procurement activities.	State Procurement Auditors concluded audit report for period Jan. 1, 2011 - June 30, 2015 (period preceding the timetable for this IE Assessment) with only two audit findings. 100% of appropriate procedural modifications were implemented within six (6) months of the final report. Based on this report, the University's request to increase the Certification threshold to purchase goods and services from \$250,000 to \$275,000 was granted.	The two procedural modifications were made as noted to improve campus procurement operations. Departmental personnel are instructed to continue current practices that resulted in this audit result and always to be vigilant for additional procedural improvements. The new audit period began July 1, 2016 and it may be 2020 before the next audit report is received.
2. Be an exemplary model of fiscal management for the University.	A) No more than three (3) minor findings and no major findings relating to procurement activity will appear in the audit report. B) 100% of any minor findings will be evaluated and necessary modifications will be implemented within six (6) months of the report.	Review the Annual External Auditors Report and determine if any findings were related to operations of the Purchasing Department.	Cline, Brandt, & Kochenower conducted an external evaluation of University financial systems and activities. The University received an unqualified audit with no findings pertaining to the Purchasing Office.	Departmental personnel are instructed to continue current practices that resulted in compliance with the audit and which should result in future compliance.
3) Promote fiscal responsibility for individual cardholders participating in the University's Procurement Card (P-Card) Program.	A) Annually, the Purchasing Office will conduct a minimum of five (5) procurement card audits of individual cardholders. B) For 100% of these individual p-card audits, a post-audit letter will be sent to the cardholder, his/her liaison, and department head regarding audit findings and concerns. C) For 100% of these individual p-card audits, the University's Accounting Office will review each audit file in addition to the University's Purchasing Office.	The Purchasing Office will review auditee records by the following criteria: A) Cardholders statement retention B) Cardholder receipt retention C) Transactions will appear to be for supplies or approved exceptions D) Charges will appear to be fair and reasonable E) Transactions will appear to be for official University purposes F) No evidence of splitting transactions to stay under the \$2,500 threshold G) Monthly Cardholder statements approvals.	A) The Purchasing Office conducted five (5) procurement card audits of individual cardholders for calendar year 2015. B) For 100% of these audits, a post-audit letter was sent via email regarding audit findings and concerns. C) For 100% of these individual p-card audits, the University's Accounting Office reviewed each audit file in addition to the University's Purchasing Office.	The Purchasing Office will seek to conduct a minimum of (7) procurement card audits of individual cardholders for calendar year 2016 following the same protocol regarding post-audit letters and review of these audits by the University's Accounting Office.



**FRANCIS MARION UNIVERSITY**  
**OFFICE OF PURCHASING**  
**IE DEPARTMENTAL ASSESSMENT PLAN**

**ASSESSMENT PLAN PERIOD:** July 1, 2015 - June 30, 2016

Goals	Desired Outcomes	Assessment Methods and Procedures	Results	Planned Improvements Based on Assessment Results
4. Ensure management reporting is presented in a timely and effective manner that supports the mission of the University and the priorities of the University's Division of Business Affairs.	The Purchasing Office will send the VP for Business Affairs a minimum of 48 weekly Purchasing Priorities Reports each year documenting objectives complete, ongoing objective and upcoming plans.	Review the Weekly Purchasing Priorities Status Reports submitted to the Vice President for Business Affairs and note any reports not submitted in a given year.	51 Weekly Status Reports (Purchasing Priorities Reports) were submitted to the VP for Business Affairs during FY 2015-2016.	This goal of a minimum of 48 weekly reports was met. Given that the University has a somewhat extended Holiday break; 52 weekly reports is not prudent. In addition, sickness or vacation could occasionally impact the submission of a weekly report. Current practice of submitting the report no less than 48 times annually should be continued.
5. Through effective contract administration procedures, promote successful operations of the University Bookstore auxiliary by the contracted vendor.	The Bookstore Contractor will provide an Annual Report that encompasses a financial review and upcoming marketing and strategic objectives.	Annually, the Bookstore Contractor will provide the University's Contract Administrator and the VP for Business Affairs an Annual Plan that reviews Bookstore performance for the prior year as well as marketing and strategic objectives for the upcoming year.	Annual Plan was presented by regional Bookstore representative and the Bookstore manager to the University's Contract Administrator and VP for Business Affairs.	In addition to continuing the Annual Plan meeting, <b><u>we will institute</u></b> a monthly meeting between the University's Contract Administrator and the Bookstore Manager to monitor Bookstore performance.
6. Promote successful financial returns to the University from Bookstore auxiliary operations by the contracted vendor.	The Bookstore will provide a minimum financial commission of no less than \$150,000 annually.	A. The Bookstore vendor will provide a monthly commissions report to the University's Contract Administrator for the Bookstore contract. B. The Contract Administrator will compare commissions returned to the University to prior year performance.	A. A commissions report was forwarded to the University's Contract Administrator each month. B. Commissions for FY 2015-16 rose to \$186,649 from the previous year amount of \$169,003.	A. Bookstore vendor <b><u>will</u></b> continue to forward monthly commissions report to the Contract Administrator. B. Increase Commission goal to \$192,000 for FY 2016-17 by focusing on increasing textbook sales through myriad efforts to include enhancing the aesthetics of the bookstore, improved marketing outreach and increasing used textbook inventory.



**FRANCIS MARION UNIVERSITY**  
**OFFICE OF PURCHASING**  
**IE DEPARTMENTAL ASSESSMENT PLAN**

**ASSESSMENT PLAN PERIOD:** July 1, 2015 - June 30, 2016

<p>7. Through effective contract administration procedures, promote successful operations of the FMU Dining Services auxiliary by the contracted vendor.</p>	<p>The Dining Services Contractor will provide an Annual Report that encompasses a financial review and upcoming marketing and strategic objectives.</p>	<p>Annually, the Dining Services Contractor will provide the University's Contract Administrator and the VP for Business Affairs an Annual Plan that reviews Bookstore performance for the prior year as well as marketing and strategic objectives for the upcoming year.</p>	<p>Annual Plan was presented by regional Dining representative and the Dining Services manager to the University's Contract Administrator and VP for Business Affairs.</p>	<p>In addition to continuing the Annual Plan meeting, <b><u>we will institute</u></b> a monthly meeting between the University's Contract Administrator and the Dining Services Manager to further monitor Dining Services performance.</p>
--	--	--	--	---