

**1999 Planning Summary
for
Administration and Finance
Department: Purchasing Services**

Goal	Indicators	Evidence
1. Diminish the use of "paper procurement" documents ie. Blue requisitions and disbursement vouchers	<ul style="list-style-type: none"> • Use of automatic purchase orders (APOs) and procurement cards 	<ul style="list-style-type: none"> • Increased applications for procurement cards and usage of the card • Usage of APOs increases as DPOs decrease in direct correlation
2. Increase E-Commerce opportunities	<ul style="list-style-type: none"> • Use of Procurement Cards • Contracts developed to utilize direct web ordering by end users in the department 	<ul style="list-style-type: none"> • Dissemination of procurement cards and increased monthly usage on reports • Monthly reports
3. Formalize TOPS training	<ul style="list-style-type: none"> • Develop a hands on training program • Prepare a formalized training Manual 	<ul style="list-style-type: none"> • Initially bi monthly and eventually monthly training class conducted in ADFI Computer Training Lab • Revised and revamped training manual developed for attendees at the training classes as well as available on line at the Purchasing web site
4. Increase the use of technology in the procurement process	<ul style="list-style-type: none"> • Training of staff • Upgrading of equipment and software • Provide Web based information 	<ul style="list-style-type: none"> • Increased use of the web for sourcing and pricing • Contract links and contract pricing available on our web site, as are Request for Proposals. • Increased hardware and software application competencies are evidenced in our staff • Online registration for training classes