Mission/Purpose
The mission of the Property Control and Inventory Department is to provide procurement function to the various departments of The University of West Alabama in compliance with the laws of the State of Alabama. By insuring that requested purchases be processed promptly and efficiently, this department enhances the University's goal of providing effective administrative services to support the University's mission of providing quality programs and services for the University community.

I. Goals and Outcomes/Objectives, with Any Associations and Related Measures, Achievement Targets, Findings, and Action Plans

A. Goal: Provide effective administrative services
Provide effective administrative services to support the University's mission

1. Objective: Provide oversight of inventory
The Office of Property Control will continue to oversee the inventory of all movable property in order to protect the University from loss or theft to assure students have all materials needed for learning.

a. Measure: Verification of the location of moveable equipment
Property Control will verify the location of moveable equipment in all academic and non-academic departments once annually and will conduct an annual audit. A review of inventory control forms for the fiscal year and a comprehensive Circular A-133 audit of records for the University will provide evidence for this measure.

Source of Evidence: Administrative measure - other

1. Achievement Target:
During the annual audit, the Examiners of Public Accounts will select a sample of moveable property and will be able to locate all property chosen for verification.

2. Findings (2010-2011) - Achievement Target: Met
All moveable property accounted for by property control and selected items verified by State auditors in annula audit.

2. Objective: Process all approved requisitions
The Purchasing Department will continue to process all properly approved requisitions within three business days of receipt to provide materials and equipment in a timely manner to assist in creating an environment for students that is conducive to learning.

a. Measure: Process approved requisitions
Properly approved requisitions will be processed in a timely manner.

Source of Evidence: Administrative measure - other

1. Achievement Target:
100% of properly approved requisitions will be processed within three working days.
2. **Findings (2010-2011) - Achievement Target: Met**

Purchase orders were created from approved requisitions within three working days.

II. **Other Plans for Improvement**

A. **Continue to implement and fine tune the Fixed Asset module on Datatel**
   
   - **Established in Cycle:** 2010-2011
   - **Implementation Status:** Planned
   - **Priority:** High
   - **Implementation Description:** Tie in with Purchasing System and University-wide system

B. **Update printers for Purchasing Office**
   
   - **Established in Cycle:** 2010-2011
   - **Implementation Status:** Planned
   - **Priority:** High
   - **Implementation Description:** Purchase new printers to update inkject printers
   - **Budget Amount Requested:** $1,000.00

III. **Analysis Answers**

A. **What specific weaknesses or challenges did your assessments show? (Weaknesses)**
   
   Assessment did not show any weakness in the Purchasing Dept.

B. **What plans were implemented?**
   
   Property Control verified the location of fixed assets on campus. Requisitions were processed within three days of being properly approved.

C. **How will assessment results be used for continuous improvement?**
   
   Purchasing Property Control Office will continue operating in the same manner.

IV. **Annual Reports**

A. **Key Achievements**
   
   The Purchasing Office reviewed requisitions processed during the past fiscal year. The Examiners of Public Accounts performed an annual audit of the University of West Alabama inventory. Continued intensive training on Datatel Administrative System. Continued Fixed Asset module implementation on Datatel.

B. **Staff Achievements**
   
   Processed purchase orders in a timely manner and continued close check of University inventory.