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 Related Measures, 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 properties 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.

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 (2012-2013) – Target: Met
All inventory was located in a preliminary audit by having department heads verify all moveable property under their budgets using a certified inventory sign off sheet. The Examiners of Public Accounts will completed their audit of all inventory and found everything in place.

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.

1. Achievement Target:
100% of properly approved requisitions will be processed within three working days.
2. **Findings (2012-2013) – Target: Met**
   Properly approved requisitions were turned into purchase orders within three business days.

II. **Other Plans for Improvement**

A. **Update printers for Purchasing Office**
   
   **Established in Cycle:** 2010-2011  
   **Implementation Status:** Planned  
   **Priority:** High  
   **Implementation Description:** Purchase new printers to update inkjet printers  
   **Budget Amount Requested:** $1,000.00 (recurring)  
   **Implementation Notes:** 9/10/2013 This has not occurred but still needs to happen.

B. **Fixed Assets**
   
   **Established in Cycle:** 2011-2012  
   **Implementation Status:** In-Progress  
   **Priority:** High  
   **Implementation Description:** Set up fixed assets in Datatel  
   **Responsible Person/Group:** Janie Wooldridge and Lawson Edmonds  
   **Implementation Notes:** 9/10/2013 This process is currently underway and will hopefully be finished by the end of September 2013.

C. **Laser printer**
   
   **Established in Cycle:** 2011-2012  
   **Implementation Status:** Planned  
   **Priority:** High  
   **Implementation Description:** Purchase  
   **Responsible Person/Group:** Lawson Edmonds  
   **Budget Amount Requested:** $1,500.00 (recurring)  
   **Implementation Notes:** 9/10/2013 A laser printer was not purchased but will still be needed in the future.

D. **New desk top computer**
   
   **Established in Cycle:** 2012-2013  
   **Implementation Status:** Finished  
   **Priority:** High  
   **Additional Resources Requested:** 1500  
   **Implementation Notes:** 9/10/2013 New desktop computer purchased for Director of Purchasing

III. **Analysis Questions and Analysis Answers**

A. **What specific strengths did your assessments show? (Strengths)**
   
   Work is being done in a timely manner and the inventory tracking system that is in place is working effectively.

B. **What specific weaknesses or challenges did your assessments show? (Weaknesses)**
No weaknesses or challenges were presented in the assessment.

C. **What plans were implemented?**
   No action plans were implemented as all targets were met.

D. **What plans were not implemented?**
   No action plans were created as all targets were met.

E. **How will assessment results be used for continuous improvement?**
   The Purchasing and Property Control Office will continue the current processes for creating purchase orders and keeping track of all inventory as these seem to be working efficiently.

IV. **Annual Report Section Responses**

   A. **Key Achievements**
      The University of West Alabama Purchasing Office is a member of the National Association of Educational Procurement.

   B. **Staff Achievements**
      Lawson Edmonds attended the National Association of Educational Procurement conference.
Planning and Assessment Approval

Department or Division: Purchasing and Inventory
Chair or Director: Lawson Edmonds
Dean or Vice President: Mr. Raiford Noland

<table>
<thead>
<tr>
<th>ANNUAL PLAN</th>
<th>Approved</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td><strong>Goals</strong></td>
<td>YES</td>
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<tr>
<td>Goals are broad statements describing what the unit wants to accomplish. Goals relate to both the unit’s mission and the University's mission. The goal(s) is stated as the University goal(s) a unit is attempting to meet.</td>
<td>NO</td>
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<tr>
<td><strong>Outcomes/Objectives</strong></td>
<td>YES</td>
<td></td>
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<tr>
<td>Outcomes and objectives are statements that describe in some detail what the unit plans to accomplish. Outcomes/objectives are associated with all applicable goals, strategic plans, standards, and institutional priorities.</td>
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<tr>
<td>Objectives are active-verb descriptions of specific points or tasks the unit will accomplish or reach. Outcomes are active-verb descriptions of a desired end result related to student learning and the unit’s mission.</td>
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<tr>
<td><strong>Measures</strong></td>
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<tr>
<td>Measures are statements to judge success in achieving the stated outcome or objective. Measures contain information on the type of evidence and assessment tool that a unit will use to verify if stated outcome/objective has been met.</td>
<td>NO</td>
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<td><strong>Achievement Targets</strong></td>
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<td>Achievement targets are the thresholds that the measures must meet for the unit to determine that it has been successful in meeting its specified outcomes/objectives. Achievement targets are measurable statements.</td>
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<td>Findings</td>
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<tr>
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Approved by: [Signature of Dean or Vice President]  
Date: 10-4-13

Received by OIE: [Signature of Coordinator of Planning and Assessment]  
Date: 10/9/13