

DRAFT -- ASSESSMENT PLAN TEMPLATE -- DRAFT
Business & Finance

Unit: Purchasing & Property Services

Unit Mission Statement: The mission of Purchasing & Property Services is to provide the university community with procurement and property accountability services in support of the mission of the University of South Florida. It is the intent of Purchasing Services to acquire quality commodities and contractual services while promoting fair and open competition in the public procurement process. We are dedicated to implementing procurement strategies consistent with the University as a Research One institution.

Outcome 1

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| Outcome | Expand use of purchasing cards (P-Card) for commodities and services utilized by the university and improve the efficiency of the purchasing process by reducing the number of limited purchase orders. |
| Methods of Assessment | <ol style="list-style-type: none"> 1. Compare annual P-Card spend to the previous year. 2. Identify the number of new P-Cards issued and total cards active for the year. 3. Identify the number of P-Card transactions for the year. 4. Identify the number of limited purchase orders issued for the year. |
| Measures/Levels of Expectation | <ol style="list-style-type: none"> 1. Increase the annual P-Card spend by 10% over the previous year. 2. Increase the number of P-Cards issued by 5% over the previous year. 3. Increase the number of P-Cards transactions by 5% over the previous year. 4. Reduce the number of limited purchase orders issued by 5% over the previous year. |
| Assessment Results | |
| Use of Results for Program Improvement | |

Outcome 2

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| Outcome | Increase the university spend and P-Card use for the office supply contract to provide discounted pricing and produce revenue to the university. |
| Methods of Assessment | <ol style="list-style-type: none"> 1. Compare quarterly the university spend for core, non-core, and miscellaneous supply purchases to the previous quarter/year. 2. Identify the percentage of P-Card use of total annual spend. |
| Measures/Levels of Expectation | <ol style="list-style-type: none"> 1. Increase quarter spend by 10% toward a target of \$3,000,000 in annual university spend. 2. Increase P-Card use by 10% of the total annual university spend. |
| Assessment Results | |
| Use of Results for Program Improvement | |

Outcome 3

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| Outcome | Increase the university spend with State certified and non-certified minority businesses to meet and exceed State guidelines as indicated in the USF Supplier Diversity Program. |
| Methods of Assessment | <ol style="list-style-type: none"> 1. Identify the annual university Certified Minority Business Expenditures (MBE). 2. Identify the annual university spend Non-Certified Minority Business Expenditures (MBE). |
| Measures/Levels of Expectation | <ol style="list-style-type: none"> 1. Increase the Certified Minority Business Expenditures (MBE) by 5% over the previous year. 2. Increase the Non-Certified Minority Business Expenditures (MBE) by 5% over the previous year. |
| Assessment Results | |
| Use of Results for Program Improvement | |