Purchasing Services Department

**ISO/ProMS – LOWER LEVEL OBJECTIVES**

The Purchasing Services Department acknowledges the need for documented and measurable departmental lower level objectives that support the District’s Strategic Plan, the Three Pillars, and Operational Expectations. Therefore, the Purchasing Services Department identifies the following departmental lower level objectives:

|  |  |
| --- | --- |
| **Lower Level Objective 1** | Process and procure requisitions in a timely manner to ensure school sites and departments will receive their orders. |
| **Specific Support to Strategic Plan and/or Operational Expectation** | * Pillar III – Organizational Transformation
* OE-6 – Operational Expectations – Financial Administration
 |
| **Implementation** | * Train and support site/department staff on utilizing the Escape On-Line System effectively and efficiently
* Evaluate internally the labor/time required of each commodity and reassign as necessary among Purchasing staff
 |
| **Measurement** | * Create and analyze an Escape report quarterly
 |
| **Desired Results** | To reduce the process and procurement time within 5 days |

|  |  |
| --- | --- |
| **Lower Level Objective 2** | Identify and review confirming requisitions over $400 for reimbursements |
| **Specific Support to Strategic Plan and/or Operational Expectation** | * Pillar III – Organizational Transformation
* OE-6 – Operational Expectations – Financial Administration
 |
| **Implementation** | * Communicate the purpose of the requisition type and the purchasing policies and procedures
* Code each confirming description by type of purchase
 |
| **Measurement** | * Create and analyze an Escape report yearly and report the types of purchases to the school/department sites
 |
| **Desired Results** | Reduce the quantity of confirming requisitions over $400 |