

PURCHASING PROCESS TEAM
MEETING MINUTES
OF DECEMBER 18, 2001

Attendees: Larry Snell
Gary Glisson
Cathy Horn
Jim Maroldo
Steve Park
Judy Bresnahan

Absent: Alissa Bowles
Cay Gasque
Lynn Mobley

- Process Measurements - Mr. Snell provided and reviewed the purchasing/ CStores process measurements for November 2001.
- PCard Update - Mr. Glisson gave an overview of PCard usage and provided each DAS a listing of the 94 active PCard holders by campus. Each DAS was also given a listing of employees that are delinquent picking up PCards.
- PCard Simplification Subcommittee Update - Ms. Bresnahan provided a summary of the subcommittee's actions to improve the PCard process. There were discussions about the MDCC automated process and the possibilities of implementing portions of that process. Ms. Bresnahan was asked to bring recommendations for improvement from the subcommittee to the next scheduled quarterly PPT meeting in March.
- PCard Single Purchase Limit - The issue of raising the PCard single purchase limit was discussed and it was unanimously agreed to request an increase to \$2,500. Mr. Snell will write an APA Board item requesting this change to Board Rule for the February Board meeting.
- DR/OPS APM Update - Mr. Snell summarized the continuing discussions regarding dollar limits assigned in the "Draft" APM. He emphasized the importance of getting a procedure in place and asked each DAS to discuss the issue with their campus president to assist in resolution. It is anticipated the APM will be submitted for cabinet approval on January 29, 2002.
- DR Limit Increase - There was much debate regarding the maximum limit for processing disbursement requests. Due to limited time, it was decided to delay discussions until the next PPT meeting, when all DAS's can be present to formulate a Collegewide DAS recommendation.

- Quantity of Department Requisitions - Mr. Glisson gave a comparison of the quantity of department requisitions received in purchasing. Although expecting to see a marked decrease as compared to FY 2001 due to increased PCard utilization, there was only a decrease of 13 from last fiscal year (as of November 27, 2001)
- Automated Web Based CStores Purchases - Mr. Maroldo asked for each DAS to be provided a listing by campus of employees who have been authorized to make CStores purchases online. A listing of these employees will be provided at least quarterly by the materials manager.
- The next purchasing process team meeting will be March 28, 2001 at 1:00 p.m. at MCCS in Room 443.

cc: Mr. Steve Bowers