

NARRATIVE – PROCUREMENT MANAGEMENT

The UT-Dallas Office of Procurement Management oversees the university's procurement cycle (Purchasing, HUB Program, Accounts Payable, Purchasing Card, Shipping/Receiving & Property Administration) as well as associated services (Travel, Mail Center, Print Shop, Copy Center, Bookstore, Technology Store, Food Service and Vending Services). Although there is a wide range of responsibilities, these functions are primarily managed by the AVP for Procurement Management and five managers/supervisors.

Procurement Management is an integral part of Business Affairs. The AVP for Procurement Management is a member of the Business Affairs Leadership Team (BALT) which meets weekly with the Vice President for Business Affairs to discuss current issues, challenges, strategies and goals. The other members of the leadership team represent areas of facilities, human resources, university police, environmental health & safety, finance, budget, etc).

Procurement Management conducts its own weekly leadership team meetings and we discuss issues brought up at the BALT meeting as well as focusing on each area of Procurement Management. These meetings are the primary means of disseminating information to the supervisors so everyone is aware of the mission of our unit and works together to provide those services needed. Procurement Management exists to facilitate the purchase of all goods and services needed to support the educational and research mission of the university. We also provide services which directly benefit the students such as Bookstore, Food Service, Vending, Technology Store and Copy Center services.

One of the primary goals of Procurement Management is to provide a high level of customer service so that we are considered a valuable resource by faculty, staff, students and vendors alike. Our Accounts Payable area worked with Financial Aid and the Bursar's Office to set up direct deposit and EFT so that our students, staff and vendors could receive their payments more quickly. Accounts Payable also prints a check run every morning to ensure quick distribution of funds to our customers. To protect the university, we helped set up "Positive Pay" with the university's bank to reduce opportunity for check fraud.

Other areas of improvement that were a result of collaboration among Procurement Management staff and other Business Affairs units include:

- Constant discussions related to improving opportunities for Historically Underutilized Businesses (HUB). Success of this program is directly related to communication among the Buyers and the many areas that have delegated purchasing authority. We knew that improvements needed to be made in this area to comply with the state's legal mandate to make a good faith effort.
- We recently lost our Property Administrator to another university. Our new Property Administrator was able to quickly articulate the need for an additional

accountant position in this area which has already improved the timeliness and accuracy of reporting and other interaction of this important high risk area (annual physical inventory).

- We frequently talk about the Purchasing Card Program to strategize ways to grow this program. Since it is virtually paperless and provides a benefit to our customers as well as our own department, it is important to stimulate the growth but maintain the controls within the Purchasing Card Program. We are exploring ways to expedite the entry of actual charges into the financial system at the earliest possible time to help our customers keep their budget information up-to-date.
- In the area of travel management, we share information daily related to problems our travelers are having and explore ways to help facilitate the paperwork required in this very heavily audited program. We maintain a centralized travel system with a university travel agency but allow exceptions when business reasons prevail. We added an accountant to the travel staff to facilitate the processing and reconciliation of travel charges.

Procurement Management's staff of over 40 employees will continue to communicate with each other as well as our customers (students, faculty, staff & vendors) to effectively provide the level of service required to support the mission of The University of Texas at Dallas.