

# FISCAL YEAR 2006 ANNUAL REPORT

## Office of Purchasing and Auxiliary Operations

JULY 2006

### **Key Personnel: Craig Roper**

The Purchasing Office is responsible for purchasing and inventory control. The Auxiliary Operations encompass the Bookstore, Cafeteria and Catering, Mailroom, Child Care Center, Print Shop and vending services.

During the past year, a considerable amount of time has been spent in preparation for the new ERP system. As members of the Financial Applications Team, the Purchasing staff have had the opportunity to work closely with other staff as we planned for the implementation of Datatel's Colleague. The team worked collectively through the process mapping exercises, training, testing and ultimately "going live" with Colleague.

During fiscal year 2005/2006, the Purchasing Office has facilitated the formal bidding of the following:

Waste Disposal, Cosmetology Kits, Personal Computers, College Catalogs, Lease/Purchase of ERP System, IBM Blade Server Solution, Network Server Software, Electronic Sign for Crisp Technology Center, Transportation for Baseball Program, Auditing Services, Air Compressor and Dryer for Auto Collision Program, Field Finisher, Personal Computers and Notebook Computers, SmartRoom Multi-Media Equipment, Painting of Classrooms in the HB Building, Carpeting of Classrooms in the HB Building, Microscope Digital Camera

The Purchasing Office has developed a new process by which price quotes are obtained. All departments on campus have been asked to work with the Purchasing Office when purchases in excess of \$1,000.00 are to be made. By implementing a standardized process, the Purchasing Office can ensure that the College's purchasing procedures are being followed.

This past fiscal year, the Kaskaskia College Board of Trustees approved a resolution authorizing the College to participate in the Illinois Community College System Procurement Consortium (ICCSPC). The goal of ICCSPC is "to provide better prices than the colleges can obtain alone on many of the purchases that are made on a daily, monthly, and yearly basis". The Bookstore is already taking advantage of savings on office supplies that are purchased for resale.