

BERGEN COMMUNITY COLLEGE

Assessment Report for (Department or Unit): Purchasing and Services

Department/Unit Leader: Barbara Hamilton-Golden

Assessment Period: (2011-2012)

Submitted by: Barbara Hamilton-Golden

1. Intended Outcome (Goal):

The implementation of an automated invoicing system will reduce the flow of paperwork, will streamline the accounts payable process and provide electronic access to data for the Purchasing Department, Accounts Payable and all stakeholders.

2. General Education Requirement(s) to which the intended outcome relates:

N/A

3. Section(s) of the Strategic Plan to which the intended outcomes relates:

3.3 Increase the integrity, accuracy and consistency of college information and data.

4. Means of assessment, sources of data, and desired result:

By the end of FY 2012 20% of invoices will be handled electronically.

“The number of invoices handled electronically in January 2012 will be determined and compared with the number of invoices handled electronically June 2012.”

5. Summary of Results:

Number of invoices submitted electronically in January 2012- 7 or 2.22% of invoices processed.
Number of invoices submitted electronically in June 2012-6 or 1.68% of invoices processed.

6. Recommendations for improvement:

The results indicate that vendors are not getting the message even though our purchase order forms were changed in mid-January to advise vendors that invoices must be sent via e-mail. The

goal of 20% compliance will take more time and reinforcement. We are considering sending a note to vendors with payment to remind them of the paperless requirement as the next step.