



**Consolidation Committee
Final Report**

Committee Details

Date: July 27, 2016

Committee Name: Procurement (OWG #55)

Committee Co-Chairs: Loretta Harris Joy Causey

Functional Area: Business and Finance

Functional Area Coordinator: John Clemens, VP Fiscal Affairs, Darton State College

List the major tasks your committee will need to take to accomplish your deliverables. Please provide more details for the tasks leading up to the SACSCOC Prospectus development.

Major Tasks for Committee Tracker from Final Planning Document and Recommendations

Task: Merge Purchasing Process and Procedures

Recommendation and/or Action Taken:

ASU and DSC policies, procedures, and processes were reviewed by the OWG team and it was determined that the new ASU policies, procedures and processes would follow the approved model set forth by the KSU/SPSU consolidation. The ASU Purchasing Card Manual will be used to govern the campus P-Card program.

Task: Address Purchase Orders – Existing, New, and Encumbrances (PeopleSoft)

Recommendation and/or Action Taken:

Open purchase orders will be converted into the new ASU business environment in PeopleSoft with assistance from USG/ITS at fiscal year-end, June 30, 2017 (FY17).

Task: Address Vendor Codes (PeopleSoft)

Recommendation and/or Action Taken:

ASU and DSC recommends using the USG/Shared Services Center (SSC) management of shared suppliers with the PeopleSoft Financials System.

Task: Address State Approvals for RFPs-Purchasing Issue

Recommendation and/or Action Taken:

The recommendation is for RFPs affecting the new Albany State University be bid through the Office of Procurement on the Darton State campus with Joy Causey, Director of Purchasing.

Task: Merge Common Purchasing Systems

Recommendation and/or Action Taken:



**Consolidation Committee
Final Report**

<p>Recommendation is made to merge ASU and DSC PeopleSoft Financials and Bank of America Works (P-Cards).</p>
<p>Task: DOAS: Address Insurance and Purchasing</p>
<p>Recommendation and/or Action Taken:</p>
<p>No recommendation or action required.</p>
<p>Task: Address all Out-Sourced Services, and Make Them Coincide</p>
<p>Recommendation and/or Action Taken:</p>
<p>There are only three ASU/DSC out-sourced services and they are being reviewed by OWG 51 Auxiliary, bookstore, dining, and vending. The contracts for these services will begin RFP processes as early as fall 2016 with the assistance of Joy Causey, Director of Purchasing on the Darton State campus. (See Task: Address State Approvals for RFPs-Purchasing Issue)</p>
<p>Task: Address Shipping and Receiving, including Inter-Campus Mail</p>
<p>Recommendation and/or Action Taken:</p>
<p>Shipping and Receiving will be maintained on both campuses.</p>
<p>Task: Address Shipping and Receiving, including Inter-Campus Mail</p>
<p>Recommendation and/or Action Taken:</p>
<p>Staples desktop delivery option will be utilized on the current Darton campus.</p>
<p>Task: Address Shipping and Receiving, including Inter-Campus Mail</p>
<p>Recommendation and/or Action Taken:</p>
<p>Campus postal services will be maintained on both campuses.</p>
<p>Task: Courier Services</p>
<p>Recommendation and/or Action Taken:</p>
<p>The ASU and DSC campus will each have a Central Receiving Department and will accept deliveries from UPS, FedEx, and other carriers.</p>
<p>Task: Courier Services</p>
<p>Recommendation and/or Action Taken:</p>
<p>Intercampus mail will be delivered twice a day between the campuses.</p>
<p>Other/Final Comments (if any):</p>
<p> </p>
<p> </p>
<p> </p>
<p> </p>



**Consolidation Committee
Final Report**

