

OCULUS DOCUMENT MANAGEMENT SYSTEM
WITHIN THE
PURCHASING & FACILITIES SUB-PROCESS

AN IMPACT EVALUATION REPORT
APRIL 2003

DEVELOPED FOR
THE DEPARTMENT OF REVENUE
ADMINISTRATIVE SERVICES PROGRAM
PURCHASING & FACILITIES SUB-PROCESS
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EXECUTIVE SUMMARY

INTRODUCTION

Oculus is a document management system available to all Department of Revenue employees via the DORWeb Intranet. It provides for immediate access to current and archived documentation of all purchase orders and related backup documentation. Additionally, the scanning of all financial documentation related to warrants and vouchers is in process.

Oculus was initially installed within the Purchasing & Facilities Sub-Process on January 17, 2002. Scanning of all purchase order-related documentation and supporting back-up material was undertaken from February through April, 2002. Training on the system was provided to all users within the Sub-Process during this time.

The technical structure was installed within the Operational Accounting Sub- Process on July 2002. Scanning of all current and archived voucher and warrant related documentation began in August 2002 and continues to present.

The identified benefits of use of Oculus include:

- Ability for any user within the DOR to immediately locate complete records of purchase orders and supporting back-up materials and warrants and supporting back-up materials at the time of need.

- Elimination of the problems of misfiled documents or multiple versions.

- Significant reduction of space needed to store paper-based documentation in multiple locations.

EVALUATION METHODOLOGY

This evaluation focused on the impact of the Oculus document management system within the Purchasing & Facilities Sub-Process in terms of space and time saved and reduced costs. Additionally, the impact of Oculus on the Technical Support group is explored. It is recommended that a future evaluation be undertaken approximately six months after the completion of the scanning of all financial materials into Oculus. The follow-on evaluation should include the Operational Accounting Sub-process and the pilot group within Child Support Enforcement.

The specific questions to be answered by this evaluation are:

1. What is the nature of the use of Oculus within the Purchasing & Facilities Sub-process?
2. What is the impact of the use of Oculus on process time within the Purchasing & Facilities Sub-process?
3. What is the cost impact of the use of Oculus within the Purchasing & Facilities Sub-process?
4. What is the impact of Oculus on the Technical Support group within the Administrative Services Program?

5. What is the impact of Oculus on the Department of Revenue, specifically the Administrative Services Program'?
6. What "next steps" should be taken in terms of expanding the use of Oculus within the Department of Revenue?

Methods for collecting data to answer these questions included a combination of interviews, direct observations, and review of existing reports and data.

Limitations to this evaluation include the inability to triangulate measures for questions one through four due to lack of existing measures and the inability to link impact of Oculus at the purchasing & Facilities Sub-process level to the next higher organizational level, the Administrative Services Program.

FINDINGS

1. What is the nature of the use of Oculus within the purchasing & Facilities Sub-Process?

Eight of nine Purchase Agents are currently using Oculus with the average frequency of use being five times per week.

All nine reported having received sufficient training to use Oculus.

All nine Agents expressed a strong desire to use Oculus with difficulty in breaking old habits being named as the highest inhibitor to its use.

Identified benefits of Oculus use from Purchasing Agents perspectives include:

- Ease of getting accurate and complete information at the point of need.
- Elimination of the problem with misfiled hard-copy documentation.
- Self-improvement due to learning a new technology.
- Perceived decrease of time needed to answer "customer" questions when they are able to access Oculus themselves.
- Creation and easy access to the entire history of a transaction.
- Ability to review past year's work in making decisions on current cases.

Identified disadvantages of Oculus use include:

- Social impact of spending more time at desk due to computer-based access of documentation.
- Perceived potential for data loss due to documentation being stored electronically. (Note that an off-site backup system is in place to store copies of all documentation).
- Constraints of a computer system including inability to access Oculus if Intranet is down, slow access of Oculus if system processor is slow, and, number of "clicks" required to view a document within Oculus.

Several Agents were strong proponents of the use of Oculus and had been instrumental in "selling" their coworkers on the merits of the system.

Several Agents reported frequently finding additional uses for Oculus in their daily work processes.

2. What is the impact of the use of Oculus on process time within the Purchasing & Facilities Sub-process?

Although Purchase Agents perform many other functions for which Oculus may be used relative to processing of requisitions, Oculus was determined to impact the purchase order generation process. While no direct measures tying use of Oculus to reduction in process time were available, a comparison of process times before and after Oculus use was reviewed.

The purchase order generation process includes three general steps. Differences in the before and after Oculus comparison revealed:

Step	Before Oculus (Time to process 1 PO)	After Oculus (Time to process 1 PO)	Time Savings
Distribution of requisitions to Agents for processing.	Not impacted by introduction of Oculus.		
Generation of purchase orders.	10.4 days	7.03 days	Decrease of 3.37 days
Distribution and filing of purchase order documentation.	2 minutes	4.8 minutes	Increase of 2.8 minutes

Additionally, use of Oculus resulted in an 88% reduction in time required to produce the quarterly Governor's report. Prior to Oculus use, the report required four hours. With the use of Oculus, it was completed in 30 minutes.

3. What is the cost impact of the use of Oculus within the Purchasing & Facilities Sub-process?

The cost impacts of Oculus were measured relative to time saved in generation of purchase orders, time saved relative to the quarterly Governor's report, and space saved due to elimination of hard copies.

Generation of purchase orders:

By calculating the savings based on a total of 1,973 purchase orders that were generated for the 2002 calendar year; the Savings translates to \$796,402. (See Appendix B for the formulas used.)

	Total Cost / 1 PO	No. POs Processed in 2002	Total Cost
Before Oculus Use	\$1236.35	* 1973 =	\$2,439,319
After Oculus Use	\$832.70	* 1973 =	\$1,642,917
Total Savings	\$403.65	* 1973 =	\$ 796,402

(Note: Due to the inability to directly measure the impact of use of Oculus on process time, there is no direct link between the use of Oculus and the savings noted.)

Generation of quarterly Governor's report:

The cost of generation of four quarterly Governor's reports prior to using Oculus was \$237.76 annually. With the use of Oculus, the cost of the four reports is cut to \$29.72 a savings of \$208.04 annually.

Space reclamation:

In the purchasing & Facilities Sub-process, 10 file cabinets were moved out of the workspace once the 200 1-2002 fiscal years1 data was scanned into Oculus. With the additional square footage, this translates to \$769 annually in space savings.

4. What is the impact of Oculus on the Technical Support group within the Administrative Services Program?

The Technical Support group reported no significant strain on their support structure with the addition of Oculus. Additionally, the group is now trained in SQL Server 2000 as a result of adding Oculus to the technical infrastructure.

5. What is the impact of Oculus on the Department of Revenue, specifically the Administrative Services Program?

Due to the transition of Performance Assessment Measures (PAMS) based on critical success factors to the Balanced Scorecard approach to organizational measurement, it was not possible to tie performance increased noted within the Purchasing & Facilities Sub-process to the Administrative Support Program.

RECOMMENDATIONS

Based on the initial findings within the Purchasing & Facilities Sub-Process, Oculus has been well accepted by users and its benefits clearly embraced. The savings in terms of dollars within this Sub-Process alone is substantial.

It is important to point out that the full potential of Oculus is not yet fully realized. With the additional installation within the Operational Accounting Sub-Process and with the use of such features as workflow and electronic signature, the potential savings can be expected to grow significantly.

Additionally, word has not yet been fully disseminated throughout the Department regarding the availability and benefits of Oculus. Potential users of Oculus are located throughout the entire state of Florida as well as nine out-of-state offices. Their ability to immediately locate all necessary documentation related to purchase orders, warrants and vouchers, and soon P-card transactions will significantly reduce the amount of time they traditionally spend in locating this information via travel to Tallahassee, phone calls requesting information, and time and monies spent in retrieving a faxed or mailed version.

Based on the findings from this evaluation, the following steps are recommended:

1. All financial documentation be scanned into Oculus immediately and information be disseminated related to its availability. (See item seven below.)
2. P-card Transaction documentation be scanned into Oculus as soon as possible and information be disseminated related to its availability. (See item seven below.)
3. Quality assurance reporting be put in place related to each of the documentation areas contained within Oculus.
4. Incorporation of Oculus' workflow feature to reduce or eliminate the need for the initial creation of paper documentation.
5. Incorporation of Oculus' electronic signature feature to reduce or eliminate the need to mail or fax paper documentation, allowing for savings in postage and postage supplies and in faxing costs.
6. Use of Oculus be tied to performance measures where appropriate (e.g., Purchasing Agents, reconciliation functions)
7. An information dissemination campaign be created and commenced prior to the upcoming fiscal year. This plan can include the following venues for dissemination of information:

An executable MS PowerPoint® slide show devoted specifically to the benefits of Oculus, training on Oculus, and where and how to gain access to Oculus.

A feature article in both the *Annual Purchasing and Facilities Guide* and the *Revenue Venue*.

A featured "blurb" on the announcement section of the DORWeb Intranet. This should occur at regular intervals (e.g., bi-weekly, monthly).

A series of "success stories" on time saved reported in the *Revenue Venue*.

One-additional issue of discussion pertains to the impact of eProcurement on the future use of Oculus within the Department. Since the implementation of eProcurement is in the early stages, it is recommended that a discussion take place related to the overlap of features of both systems. The identification of any areas which are contained in Oculus, but are not supported in eProcurement should be undertaken. These areas should be then translated into an implementation plan.

INTRODUCTION

In early 2000, research was undertaken to identify the opportunity for the use of a document management system as a means of providing immediate access to current and archived paper records created by the Department of Revenue and used by internal and external customers of the Department. To review the potential of the system, an informal benchmarking study was undertaken at the Department of Environmental Protection. Based on the success of the use of the document management system in the Department of Environmental Protection, monies were encumbered for purchase of the Oculus Document Management System from ROH Incorporated in mid-year 2001 for installation in the Department of Revenue.

The identified benefits of use of Oculus include:

- Ability for any user to immediately locate complete records of purchase orders and supporting back-up materials and warrants and supporting back-up materials at the time of need.

- Elimination of the problems of misfiled documents or multiple versions.

- Significant reduction of space needed to store paper-based documentation in multiple locations.

The implementation plan for Oculus was comprised of:

- Initial installation of the technical structure within the Purchasing & Facilities Sub-Process on January 17, 2002.

- Scanning of all purchase order-related documentation and supporting back-up material, February through April, 2002.

- Installation of the technical structure within the Operational Accounting Sub-Process on July 2002.

- Commencement of scanning of all current and archived voucher and warrant related documentation, August 2002 through present.

Information on the purpose and use of Oculus as well as instructions on gaining access to the system was disseminated via the DORWeb Intranet site. An online training component is constantly available. Additionally, initial small group training was provided to all Purchasing Agents.

Besides the immediate users of the Purchasing & Facilities Sub-Process and the Operational Accounting Sub-Process, key members of the financial reconciliation function within Child Support Services were envisioned to serve as a pilot for "customer usage" of Oculus.

Planned additional uses for Oculus include the storage of all related documents for P-Card transactions starting with Purchasing Agent generated transactions through the Monthly Reconciliation Reports. This process is currently being piloted within the Purchasing & Facilities Sub-Process.

Future enhancements may include the use of Oculus' workflow feature, electronic signature feature, and the remote scanning of field-generated P-Card transactions. The incorporation of these functionalities can enhance performance by eliminating the need for the generation of paper documentation and onsite storage requirement of these records. Additionally, costs associated with the copying, mailing, and faxing of these documents will be eliminated.

EVALUATION METHODOLOGY

The original purpose of this evaluation was to determine the impact of the Oculus document management system on the Administrative Services Program. This review was to include the Purchasing & Facilities Sub-Process, the Operational Accounting Sub-Process, the Technical Support group within the Administrative Services Program, and an identified pilot group within the Child Support Enforcement Process. Impact was to be measured in terms of nature of usage, space saved, time saved, and reduced costs.

During the initial analysis to determine the possible scope of the evaluation, it was found that the necessary financial documentation used by the reconciliation function within the Child Support Process was not yet available within Oculus. For this reason, the evaluation of both the Operational Accounting Sub-Process and the Child Support Enforcement Process were removed from the evaluation scope.

Therefore, this evaluation will focus on the impact of the Oculus document management system on the Purchasing & Facilities Sub-Process in terms of space and time saved and reduced costs. Additionally, the impact of Oculus on the Technical Support group is explored. It is recommended that a future evaluation be undertaken approximately six months after the completion of the scanning of all financial materials into Oculus. The follow-on evaluation should include the Operational Accounting Sub-process and the pilot group within Child Support Enforcement.

The specific questions to be answered by this evaluation are:

1. What is the nature of the use of Oculus within the Purchasing & Facilities Sub-process?
2. What is the impact of the use' of Oculus on process time within the Purchasing & Facilities Sub-process?
3. What is the cost impact of the use of Oculus within the Purchasing & Facilities Sub-process?
4. What is the impact of Oculus on the Technical Support group within the Administrative Services Program?
5. What is the impact of Oculus on the Department of Revenue, specifically the Administrative Services Program?

The data collection methodologies to answer these questions included group and individual interviews, direct observation of various processes, and the review of existing documentation, reports, and data. Specific to the nature of the use of Oculus, the entire population of Purchase Agents (N = 9) was interviewed related to current practices, training, and motivation. In an attempt to triangulate this data, the Agents' supervisor was interviewed regarding usage practices among Agents.

Related to the time and cost impact of Oculus on the Purchasing & Facilities Sub-process, a post-hoc before intervention (n = 357) / after intervention (n = 349) comparison study was conducted reviewing process time and related costs. Attempts were made to triangulate the process data with correlated data on the usage of Oculus. However, the reporting function of Oculus was not implemented at the time of the evaluation. Space saved due to use of Oculus was calculated based on removal of storage units for archived documentation.

Interviews were conducted with the Technical Support group related to preparation for the implementation, maintenance and support of the Oculus system and the impact of Oculus on their work processes. No additional data sources were located to allow triangulation of these measures.

Limitations of this evaluation include the inability to triangulate measures for questions one through four and the inability to link impact of Oculus at the Purchasing & Facilities Sub-process level to the next higher organizational level, the Administrative Services Program. This deficit is due to the lack of currently existing organizational measures and Oculus-specific standard measures. The organization is currently undergoing a strategic planning exercise which is intended to result in the equivalent of a balanced scorecard. These measures will link organizational performance to supporting processes and sub-processes. Additionally, a plan is underway to outline the quality assurance component of Oculus. These additional data sources will aid in future evaluation of the impact of Oculus at both the Sub-Process and the organizational level.

FINDINGS

1. What is the nature of the use of Oculus within the Purchasing & Facilities Sub-process?

Nine Purchasing Agents were interviewed relative to preparation in terms of training and at-the-point-of-need support, motivation to use Oculus, and actual usage. The median number of years within the Purchasing & Facilities Sub-process for the group is 7.0. The median number of years at the Department of Revenue is 9.5, revealing a stable work group within the sub-process.

Training on Oculus is constantly available via the DORWeb Intranet. Of the nine Agents interviewed, four had completed the online training. Four persons indicated that they were trained via the initial group demonstration. Two Agents received training upon request from a coworker. Two reported that they taught themselves how to use the Oculus system. All nine felt that the training they received sufficiently prepared them for using Oculus.

Results of the interviews show that eight of the nine Agents (89%) currently use Oculus. Average frequency of use is five times per week (median = 5). The range of usage varied from once per week to daily.

Relative to motivation, all Agents expressed a strong desire to use Oculus. The most common reason for non-use was the difficulty in breaking old habits. Access to Purchase orders within Oculus has only been available for approximately nine months. Prior to this, purchase order information had been accessed either using the SPURS database system or via the pulling of manual files.

When asked to identify the benefits and drawbacks they perceived from using Oculus, Agents identified the advantages to include:

- Ease of getting accurate and complete information at the point of need.
- Elimination of the problem with misfiled hard-copy documentation.
- Self-improvement due to learning a new technology.
- Perceived decrease of time needed to answer "customer" questions when they are able to access Oculus themselves. (Note that in the pilot phase, Oculus has not been fully disseminated within the Department).
- Creation and easy access to the entire history of a transaction.
- Ability to review past year's work in making decisions on current cases.

Reported disadvantages included:

- Social impact of spending more time at desk due to computer-based access of documentation.
- Perceived potential for data loss due to documentation being stored electronically (Note that an off-site backup system is in place to store copies of all documentation).
- Constraints of a computer system including inability to access Oculus if Intranet is down, slow access of Oculus if system processor is slow, and number of "clicks" required to view a document within Oculus.

An additional finding of interest from the interviews was that several of the Agents were strong proponents of the use of Oculus and had been instrumental in "selling" their coworkers on the merits of the system. Additionally, these immediate adopters of the system mentioned that they were often finding additional uses for Oculus in their daily work processes.

2. What is the impact of the use of Oculus on process time within the Purchasing & Facilities Sub-process?

Purchase Agents perform a multitude of functions within the Purchasing & Facilities Sub-Process. A main function is the processing of requisitions resulting in purchase orders.

Traditionally, when a requisition entered the Purchasing & Facilities Sub-process, a three-step process occurred which resulted in a newly generated purchase order or a revision to an existing purchase order. These steps were:

1. **Distribute Requisitions:** The requisition was date stamped and assigned to a Purchasing Agent based on the type of request.
2. **Generate Purchase Orders:** The Agent would then determine that the request met all contractual stipulations and would ascertain that all required documentation was included along with the requisition. This was generally done by means of researching past files of similar contracts or by contacting the requisition owner for more information. The Agent would then generate four copies of a Purchase Order for each of the following recipients: (1) vendor of goods or services, (2) receiver of goods or services, (3) accounting, (4) a file copy for Purchasing.
3. **Distribute & File Purchase Orders:** The purchase order packet complete with all necessary backup would then be given to a clerk for distribution and filing.

The use of Oculus impacted only steps two and three in this process. Within step two, Agents would traditionally have to search for a physical file, review all documentation, make any necessary copies, and return the file. Potential problem areas in this process included inability to find a file due to misfiled documentation and missing history within a file. These problems would then lead to further necessary research in order to complete the backup documentation required for a purchase order. By using Oculus, the process now includes immediate access to past purchase orders from the Agent's desk with a near 100% hit rate and a complete history based on validation of scanning. Additionally, the necessary documents can be printed at the desk and no refiling is required.

Related to step three, the use of Oculus added to the time required in distributing and "filing" the documentation. The distribution process is currently the same as before. (Note: Full use of the Workflow and Electronic Signature features of Oculus could eliminate the current distribution requirements. See the Recommendations sections for a discussion of this potential.) The filing process is significantly impacted. Because Oculus is still in a pilot phase, all documentation is currently both scanned into Oculus and physically filed. Once the quality assurance measures are in place, the physical files will no longer be needed.

The impact of Oculus on the time required to generate a purchase order was measured based on review of existing data sources and direct observation (time/motion studies) of current processes. The results are as follows:

1. **Distribute Requisitions:** no change in time requirements.
2. **Generate Purchase Orders:** Review of process times for six months (August 2001 - January 2002) of data (n = 357) prior to use of Oculus with six months (August 2002 - January 2003) after the use of Oculus (n = 349) revealed that average time required to generate a purchase order decreased from 10.40 days to 7.03 days. This is a saving of 3.37 days per purchase order. Note that there is no direct link between use of Oculus and the decrease in purchase order process time. (Note: An attempt was made to report correlation between use of Oculus and purchase order process time. However, the necessary detail on Oculus usage was not available at the time of this evaluation.)
3. **Distribute & File Purchase Orders:** Based on time motions studies of the old and new process, the Clerk was able to distribute and file one purchase order (and supporting documentation) in two minutes. With the addition of the scanning process for Oculus, the distribution, scanning, and filing process takes 4.8 minutes. This represents an increase of 240%. (Note: When the quality assurance function is fully functioning, the filing component can be eliminated).

An additional finding directly related to the impact of Oculus on time-relates to a required quarterly report to the Governor. Traditionally, the report required the manual pulling of fifty to sixty files, review of their contents, and re-filing. The average time required to create the report following this process was four hours. By using Oculus, the preparer was able to complete the report in 30 minutes, representing an 88% reduction in preparation time per report.

3. What is the cost impact of the use of Oculus within the Purchasing & Facilities Sub-process?

Translating the above mentioned times to costs relative to average salary per Agent per day; the cost impact is as follows:

1. **Distribute Requisitions:** no change in costs relative to Oculus.
2. **Generate Purchase Orders:** Prior to use of Oculus, the cost of generating a purchase order was \$1,236.04. After the use of Oculus, generation costs are \$831.95, representing a savings of \$404.09. (The cost savings are based on an average of Purchase Agent salaries translated into a daily rate. See Appendix A for the formulas used.)

3. **Distribute & File Purchase Orders:** The cost of the old distribution and filing process was \$0.31 per purchase order. The cost of the new distribution, scanning, and filing process is \$0.75 per purchase order. This represents an increase of \$0.44 per purchase order. (The cost savings are based on Purchasing Clerk salary translated into a daily rate. See Appendix A for the formulas used.)

Overall Costs of the Requisition to Purchase Order Process

By calculating the savings based on a total of 1,973 purchase orders that were generated for the 2002 calendar year; the savings translates to \$796,402.

	Total Cost / 1 PO	No. POs Processed in 2002	Total Cost
Before Oculus Use	\$1,236.35	* 1,973 =	\$2,439,319
After Oculus Use	\$832.70	* 1,973 =	\$1,642,917
Total Savings	\$403.65	* 1,973 =	\$ 796,402

(See Appendix A for the formulas used.)

(Note: Due to the inability to directly measure the impact of use of Oculus on process time, there is no direct link between the use of Oculus and the savings noted.)

The cost of generation of four quarterly Governor's reports prior to using Oculus was \$237.76. With the use of Oculus, the cost of the four reports is cut to \$29.72; a savings of \$208.04 annually.

A final cost impact based on use of Oculus relates to potential for space savings. The Department produces nearly 2,000 purchase orders alone each year. Each purchase order must have all supporting documentation saved with it. Additionally, warrant and vouchers and their related documentation are all stored in hard copy. When Oculus is fully implemented, the need to store hard copies will be eliminated. In the Purchasing & Facilities Sub-Process, ten file cabinets were moved out of the workspace once the 2001-2002 fiscal years' data was scanned into Oculus. With space being at a premium within the offices of the Department, this amounts to \$769 in space savings alone. (See Appendix A for the formula used.)

Additional potential savings associated with full implementation of Oculus relate to the cost of generating and distributing hard copies to vendors and receivers for each purchase order. With the utilization of the workforce and electronic signature features the cost of copies, postage and postage supplies and fax dissemination can be fully eliminated.

It should be noted that the above mentioned processes are not exhaustive of all the ways Oculus can impact time and cost related to the Purchasing & Facilities Sub-process. However, at the point of evaluation, they were the only available measures.

4. What is the impact of Oculus on the Technical Support group within the Administrative Services Program?

A group interview was conducted to determine the impact of Oculus on the Technical Support group. The group consisted of one database administrator and one Oculus dedicated support person. Specific questions related to training and skills that were required in supporting Oculus and additional demands placed on the staff based on support requirements for Oculus.

The database administrator had been involved in the project since its inception and installation within the Department. The dedicated support person was new to the Department as of one month prior to the evaluation.

Related to requirements for supporting Oculus, three persons from the Departments, two on the hardware side and the database administrators all attended one week of training on Microsoft SQL Server 2000. Use of Oculus required the addition of SQL Server 2000 within the Department. Additionally, when ROH Incorporated installed Oculus, two days of training were provided to the database administrator.

The bulk of the time demands on the Technical Support group occurred during the installation of the software applications and initial fine-tuning of the product. Since Oculus has been up and running, the only additional time demand occurred when a training was scheduled which required the addition of fifteen to twenty user names, and passwords into the system within a short period of time.

As future components are added, additional time demands will result based on need. Additionally, reporting functionalities will be required from Oculus and the web-based component. However, the database administrator indicated that they were sufficiently staffed and trained to handle the demands that they foresee.

5. What is the impact of Oculus on the Department of Revenue, specifically the Administrative Services Program?

An initial attempt was made to link the impact of Oculus to the next highest organizational level within the Department; the Administrative Services Program. An informal interview was held to determine what measures are currently in place which could link the performances within the Purchasing & Facilities Sub-process to the Administrative Services Program.

The Department has traditionally used Performance Assessment Measures (PAMs) for each Process and Sub-process within the Department as a means of reporting monthly performance to the Program. The creation of performance measures for the Purchasing & Facilities Sub-process has been a consistent challenge due to the variety of work that is required by each Purchasing Agent in order to generate Purchase Orders. As a result, no official PAMs have been created to date. Several meetings had been held in an attempt to identify critical success factors for each Program. Discussion had centered on accuracy of Purchase Orders as evidenced by auditing of a random sample, the number of requisitions processed, the number of change orders processed, and timeframes for the processing of each.

Within the past year, a strategic planning initiative has been undertaken to identify appropriate measure for the Department to create a Balanced Scorecard. Team members of the initiative are currently in the training phases. As such, no specific measures are in place.

RECOMMENDATIONS

Based on the initial findings within the Purchasing & Facilities Sub-Process, Oculus has been well accepted by users and its benefits clearly embraced. The savings in terms of dollars within this Sub-Process alone is substantial.

It is important to point out that the full potential of Oculus is not yet fully realized. With the additional installation within the Operational Accounting Sub-Process and with the use of such features as workflow and electronic signature, the potential savings can be expected to grow significantly.

Additionally, word has not yet been fully disseminated throughout the Department regarding the availability and benefits of Oculus. Potential users of Oculus are located throughout the entire state of Florida. Their ability to immediately locate all necessary documentation related to purchase orders, warrants and vouchers, and soon P-card transactions will significantly reduce the amount of time they traditionally spend in locating this information via travel to Tallahassee, phone calls requesting information, and time and monies spent in retrieving a faxed or mailed version.

Based on the findings from this evaluation, the following steps are recommended

1. All financial documentation be scanned into Oculus immediately and information be disseminated related to its availability. (See item seven below.)
2. P-card Transaction documentation be scanned into Oculus as soon as possible and information be disseminated related to its availability. (See item seven below.)
3. Quality assurance reporting be put in place related to each of the documentation areas contained within Oculus.
4. Incorporation of Oculus' workflow feature to reduce or eliminate the need for the initial creation of paper documentation.
5. Incorporation of Oculus' electronic signature feature to reduce or eliminate the need to mail or fax paper documentation, allowing for savings in postage and postage supplies and in faxing costs.
6. Use of Oculus be tied to performance measures where appropriate (e.g., Purchasing Agents, reconciliation functions).
7. An information dissemination campaign be created and commenced prior to the upcoming fiscal year. This plan can include the following venues for dissemination of information:

An executable MS PowerPoint® slide show devoted specifically to the benefits of Oculus, training on Oculus, and where and how to gain access to Oculus.

A feature article in both the *Annual Purchasing and Facilities Guide* and the *Revenue Venue*.

A featured "blurb" on the announcement section of the DORWeb Intranet. This should occur at regular intervals (e.g., bi-weekly, monthly).

A series of "success, stories" on time saved reported in the *Revenue Venue*.

One additional issue of discussion pertains to the impact of eProcurement on the future use of Oculus within the Department. Since the implementation of eProcurement is in the early stages, it is recommended that a discussion take place related to the overlap of features of both systems. The identification of any areas which are contained in Oculus, but are not supported in eProcurement should be undertaken. These areas should be then translated into an implementation plan.

Appendix A Formulas & Calculations

Calculations related to cost savings on processing time for generation of purchase orders are based on the following variables:

<u>Position</u>	<u>Monthly Salary</u>
Agent 1	\$1,628.02
Agent 2	\$1,925.66
Agent 3	\$2,305.80
Agent 4	\$2,466.26
Agent 5	\$2,435.26
Agent 6	\$2,964.55
Agent 7	\$2,748.31
Agent 8	\$2,685.49
Agent 9	\$2,433.44
Agent 10	\$3,210.84

Average salary breakdowns for all Purchasing Agents are:

<u>Average Salary</u>	<u>Amt</u>
Monthly	\$2,575.10
Daily	\$ 118.85
Hourly	\$ 14.86

Formulas for calculation of before and after Oculus cost comparison:

Before Oculus	10.40 days	* \$118.85 per day =	\$1,236.04
After Oculus	7.03 days	* \$118.85 per day =	\$ 831.95
Total Savings	3.37 days	* \$118.85 per day =	\$ 404.09

Formulas for calculation of old and new distribution, scanning and filing process:

Before Oculus	2 minutes	* \$14.86 per hour =	\$0.31
After Oculus	4.8 minutes	* \$14.86 per hour =	\$0.75
Total Increase	2.8 minutes	* \$14.86 per hour =	\$0.44

Formulas for calculation of quarterly Governor's report:

Before Oculus	240 min	* \$14.86/hr * 4/yr =	\$237.76
After Oculus	30 min	* \$14.86/hr * 4/yr =	\$ 29.72
<hr/>			
Total Savings	210 min	* \$14.86/hr * 4/yr =	\$208.04

Formula for calculation of space saved:

10 file cabinets x 5 sq. ft x \$15.38 per sq. ft. = \$769.00

Appendix B
Supporting Data

Interviews with Purchasing Agents 21 - 22

Purchase Order Generation Comparison Charts 23 - 25

Purchase Order Generation Comparison Data 26 - 43

SPURS Users Manual: Purchase Codes 44 - 45

Detailed Process for Purchase Order Scanning 46 - 47

PURCHASING AGENT INTERVIEWS SUMMARY OF DATA

Demographic Information

Number Interviewed: 9

Number Years at Department: Average = 10.4, Median = 9.5

Number of Years in Sub-Process: Average = 6.5, Median = 7

Use of Oculus Data Imaging System

Number of Agents Using Oculus: 8 of 9 interviewed

Frequency of Use: Average = 5 times per week, Median = 5 times per week

More than 5 x per week = 2

5 x per week = 3

2 x per week = 1

0 x per week = 3

Common Reasons for Non-Use:

Old habits hard to break

Used to the SPURS system, already adapted to it.

Common Uses for Oculus:

"Researching prior Purchase Order numbers and information."

"Most of my work is related to prior year's information, so I if a requisition comes in with any blanks, I use Oculus to look up the prior year's information to fill the new PO in."

"Researching a change order or an inquiry....but I still pull a hardcopy. It's a habit. I'm trying to break it. Even with Oculus, I still print it out instead of just viewing it on the screen."

"PO information, research old specifications."

"I currently am learning the application. I haven't really had any reason to use it yet. Many Purchase Orders are renewals or similar to previous year; I look them up in Oculus to find appropriate class, groups, or object codes. It's faster than looking them up in manuals or in the files."

"I'm figuring out new uses for it daily."

"For my quarterly report, I had to manually pull 50-60 Purchase Orders from the files to locate necessary information for the report. Would take about 4 hours to do this manually. With Oculus, I had it done in 30 minutes!"

Training Information

How were you trained on data imaging system?

Official Demonstration = 4

Coworker Demonstration = 2

Self-Taught = 2

Did you know about the online training? (Yes = 5, No = 2)

Did you complete the online training? (Yes = 4, No = 3)

Perceived Advantages and Disadvantages of Using Oculus

Benefits:

Ease of getting needed information.

Sure to find the Purchase Order. Not always the case with the manual files.

It's good to learn about new technologies. Keeps you current.

If the end-user were to look up Purchase Orders in Oculus before calling, it could cut down on about 50% of the calls I handle.

You can see all the notes for history.

You can scan details in to create a trail of actions.

Nice for "CYA".

Very simple system. It's user friendly and easy to understand.

Drawbacks:

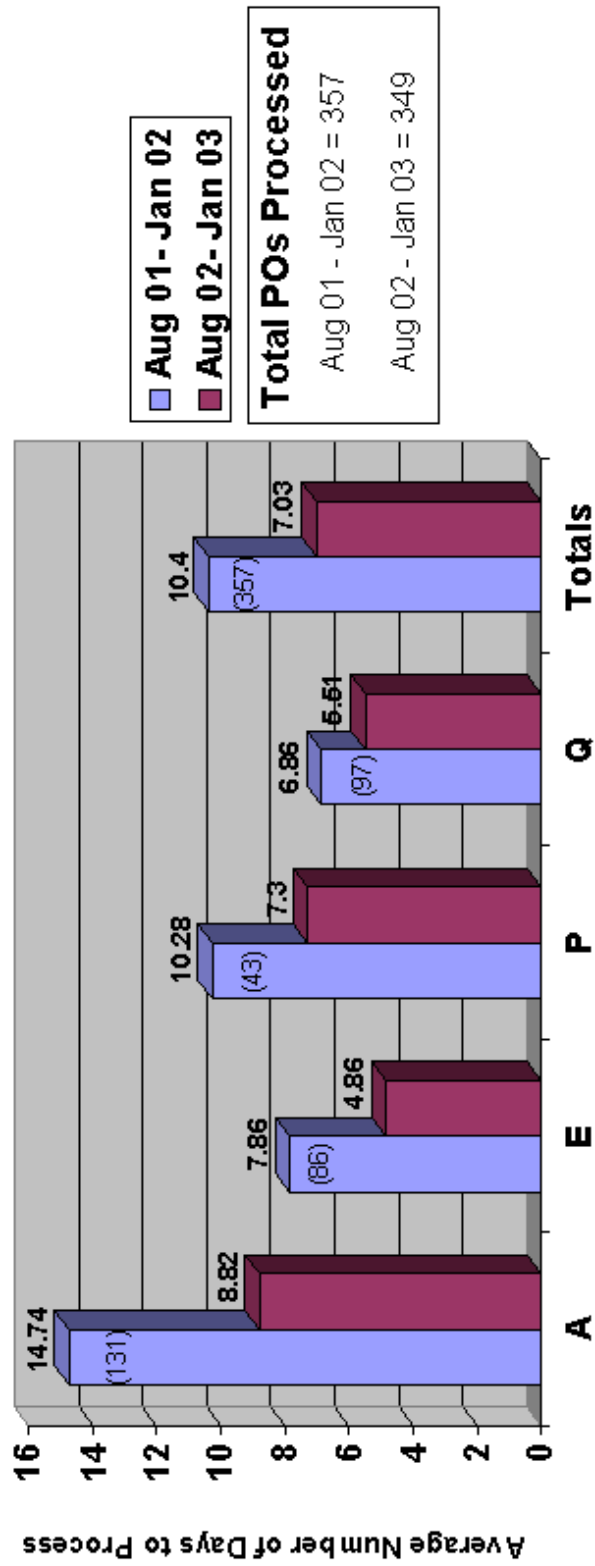
I'm nervous about when we destroy documents. Machines break down. It's nice to have the paper in an emergency situation.

I spend more time in front of computer, so don't get to know your coworkers as well due to working in isolation. I like to get up from desk every now and then and walk around.

Have to "click" too many times to view. Would be nice if each item were a hyperlink like a web search engine returns. Also, have to scroll too much to get to search button on purchasing side.

My computer system is slow. The Internet connection seems sluggish. Also seems slower in the afternoons.

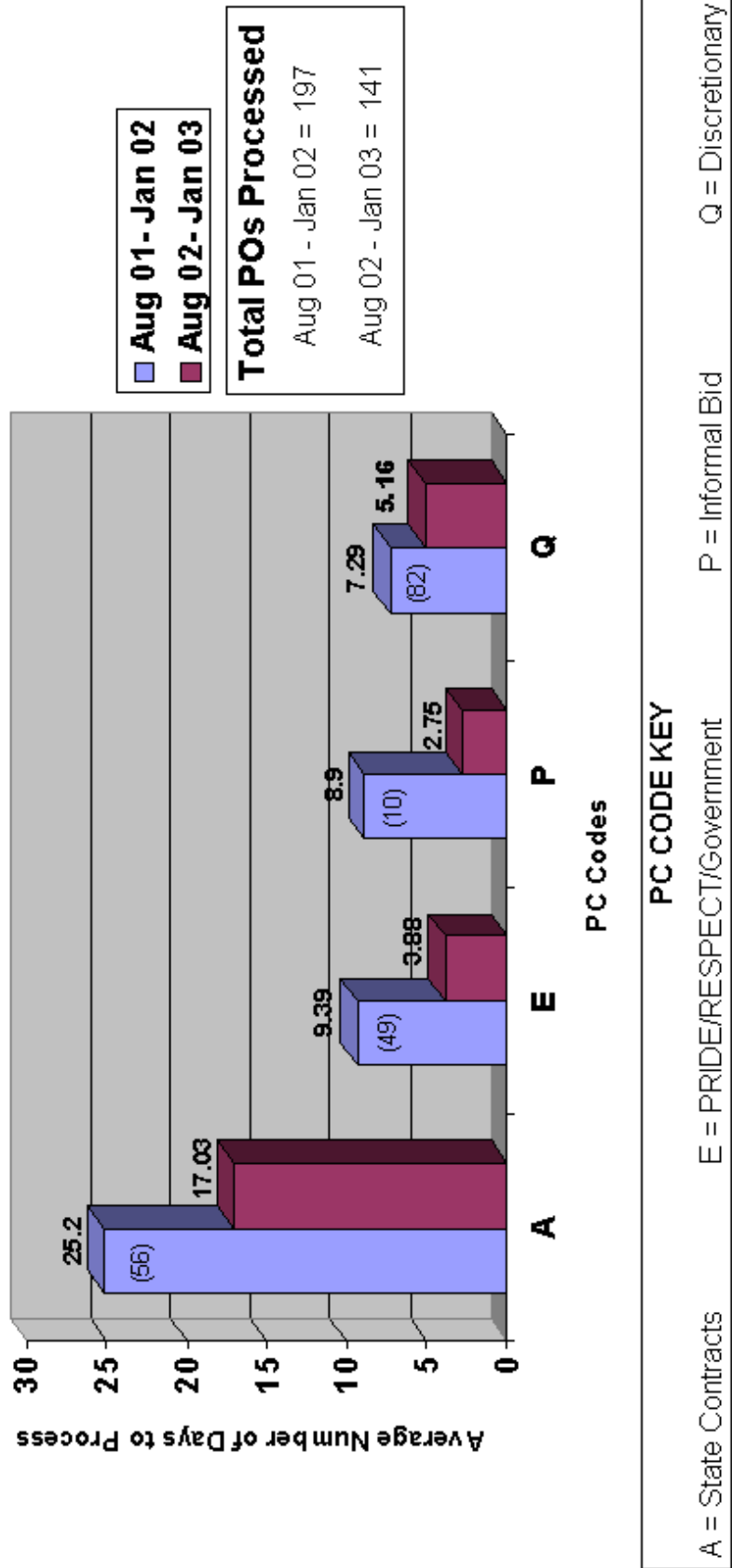
Requisition to Purchase Order Process Comparison



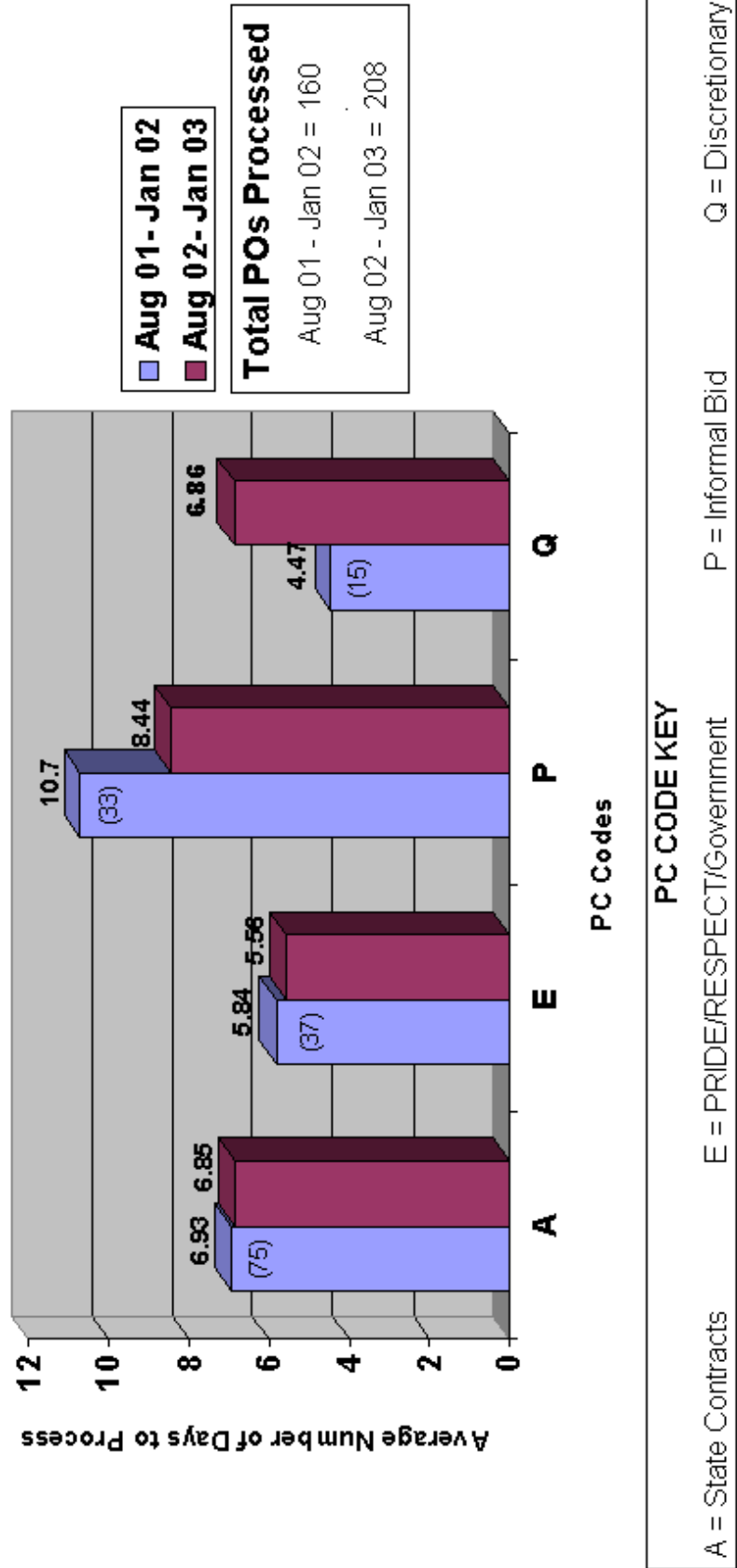
PC CODE KEY
 A = State Contracts E = PRIDE/RESPECT/Government P = Informal Bid Q = Discretionary

* () = Number of purchase orders processed per code

Requisition to Purchase Order Process Comparison (PO Amount <= \$2500)



Requisition to Purchase Order Process Comparison (PO Amount > \$2500)



Requisition to Purchase Order Process

(Grouped by \$2500.00 Cut-off)

(PC Codes-A, E, P, Q)

August 2001 - January 2002

PC		Duration (Days)		
<i>A</i>				
<= \$2500.00	Summary for 'Cut Off' = <= \$2500.00 (56 detail records)	1411	Avg	25.20
> \$2500.00	Summary for 'Cut Off' = > \$2500.00 (75 detail records)	520	Avg	6.93
Total for PC	Summary for 'PC' = A (131 detail records)	1931	Avg	14.74
<i>E</i>				
<= \$2500.00	Summary for 'Cut Off' = <= \$2500.00 (49 detail records)	460	Avg	9.39
> \$2500.00	Summary for 'Cut Off' = > \$2500.00 (37 detail records)	216	Avg	5.84
Total for PC	Summary for 'PC' = A (86 detail records)	676	Avg	7.86
<i>P</i>				
<= \$2500.00	Summary for 'Cut Off' = <= \$2500.00 (10 detail records)	89	Avg	8.90
> \$2500.00	Summary for 'Cut Off' = > \$2500.00 (33 detail records)	353	Avg	10.70
Total for PC	Summary for 'PC' = A (43 detail records)	442	Avg	10.28
<i>Q</i>				
<= \$2500.00	Summary for 'Cut Off' = <= \$2500.00 (82 detail records)	598	Avg	7.29
> \$2500.00	Summary for 'Cut Off' = > \$2500.00 (15 detail records)	67	Avg	4.47
Total for PC	Summary for 'PC' = A (97 detail records)	665	Avg	6.86
	Summary (357 detail records)	3714	Avg	10.40

Requisition to Purchase Order Process

(Grouped by \$2500.00 Cut-off)

(PC Codes-A, E, P, Q)

August 2001 - January 2002

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
A					
<= \$2500.00					
	W01564	\$85.59	39	7/2/2001	8/23/2001
	W01618	\$204.40	50	6/5/2001	8/13/2001
	W01619	\$204.40	54	6/5/2001	8/17/2001
	W00250	\$258.65	4	8/28/2001	8/31/2001
	W01569	\$290.00	38	7/9/2001	8/29/2001
	W01753	\$300.00	68	6/5/2001	9/6/2001
	W01568	\$314.00	38	7/9/2001	8/29/2001
	W01750	\$370.00	82	5/16/2001	9/6/2001
	W00246	\$392.40	29	7/16/2001	8/23/2001
	W01570	\$400.00	78	5/14/2001	8/29/2001
	W01573	\$404.40	6	8/23/2001	8/30/2001
	W02082	\$494.85	5	1/8/2002	1/14/2002
	W00248	\$500.00	4	8/8/2001	8/13/2001
	W01571	\$500.00	78	5/14/2001	8/29/2001
	W01494	\$516.00	28	7/10/2001	8/16/2001
	W01791	\$542.40	4	1/24/2002	1/29/2002
	W01752	\$550.00	68	6/5/2001	9/6/2001
	W01787	\$569.40	14	12/19/2001	1/7/2002
	W02015	\$578.00	5	12/20/2001	12/26/2001
	W01756	\$580.00	68	6/5/2001	9/6/2001
	W01755	\$700.00	68	6/5/2001	9/6/2001
	W01815	\$720.00	1	9/27/2001	9/27/2001
	W01495	\$777.24	2	8/15/2001	8/16/2001
	W01757	\$790.00	68	6/5/2001	9/6/2001
	W01747	\$800.00	45	7/5/2001	9/5/2001
	W01983	\$838.77	2	12/7/2001	12/10/2001
	W01754	\$900.00	68	6/5/2001	9/6/2001
	W02057	\$1,008.00	6	1/22/2002	1/29/2002
	W01725	\$1,019.00	5	10/9/2001	10/15/2001
	W01980	\$1,025.00	5	11/28/2001	12/4/2001
	W01988	\$1,034.55	15	12/3/2001	12/21/2001
	W01916	\$1,074.00	4	11/15/2001	11/20/2001
	W01504	\$1,136.52	3	1/3/2002	1/7/2002
	W01487	\$1,144.00	2	8/2/2001	8/3/2001
	W02017	\$1,194.60	3	12/26/2001	12/28/2001
	W01824	\$1,245.00	2	10/19/2001	10/22/2001
	W02023	\$1,322.90	17	12/20/2001	1/11/2002
	W02019	\$1,395.96	2	1/4/2002	1/7/2002
	W01646	\$1,438.00	4	9/17/2001	9/20/2001
	W01851	\$1,554.30	7	10/29/2001	11/6/2001
	W01475	\$1,557.00	93	5/24/2001	10/1/2001
	W01702	\$1,761.86	8	8/16/2001	8/27/2001
	W01720	\$1,800.00	2	9/28/2001	10/1/2001
	W01811	\$1,866.00	4	9/18/2001	9/21/2001
	W01698	\$2,000.00	1	10/15/2001	10/15/2001
	W01751	\$2,000.00	71	5/31/2001	9/6/2001

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
	W01572	\$2,000.00	88	5/1/2001	8/30/2001
	W01498	\$2,013.72	33	7/25/2001	9/7/2001
	W01917	\$2,124.00	3	11/15/2001	11/19/2001
	W01814	\$2,288.29	2	9/21/2001	9/24/2001
	W01500	\$2,362.12	3	10/8/2001	10/10/2001
	W01978	\$2,370.00	2	12/5/2001	12/6/2001
	W01712	\$2,374.00	3	9/11/2001	9/13/2001
	W01503	\$2,378.64	4	11/29/2001	12/4/2001
	W01678	\$2,385.65	4	8/21/2001	8/24/2001
	W01857	\$2,486.88	1	10/15/2001	10/15/2001
Summary for 'Cutoff' = < = \$2500.00 (56 detail records)			1411	Avg (Days)	25.20
> \$2500.00					
	W01679	\$2,562.57	4	8/21/2001	8/24/2001
	W02089	\$2,624.00	3	1/25/2002	1/29/2002
	W01810	\$2,799.00	4	9/18/2001	9/21/2001
	W01871	\$2,833.00	5	10/18/2001	10/24/2001
	W01893	\$2,885.00	3	12/19/2001	12/21/2001
	W01708	\$2,988.80	2	9/10/2001	9/11/2001
	W02018	\$3,081.76	3	12/26/2001	12/28/2001
	W01707	\$3,352.00	5	8/30/2001	9/5/2001
	W02020	\$3,372.00	4	1/2/2002	1/7/2002
	W01974	\$3,435.00	9	12/3/2001	12/13/2001
	W01900	\$3,560.00	2	1/4/2002	1/7/2002
	W01987	\$3,573.80	5	12/11/2001	12/17/2001
	W01880	\$3,676.00	10	11/7/2001	11/20/2001
	W01505	\$3,779.11	17	12/21/2001	1/14/2002
	W02021	\$3,986.00	2	1/7/2002	1/8/2002
	W01972	\$4,048.00	2	12/10/2001	12/11/2001
	W00249	\$4,048.00	3	8/23/2001	8/27/2001
	W01913	\$4,099.00	2	11/8/2001	11/9/2001
	W01677	\$4,394.53	4	8/21/2001	8/24/2001
	W01563	\$4,398.00	4	8/8/2001	8/13/2001
	W01748	\$4,485.34	10	8/24/2001	9/6/2001
	W01493	\$4,488.00	6	8/8/2001	8/15/2001
	W02086	\$4,608.10	4	1/15/2002	1/18/2002
	W01977	\$4,647.00	2	12/5/2001	12/6/2001
	W02013	\$4,718.00	3	12/20/2001	12/24/2001
	W01990	\$4,729.00	2	12/20/2001	12/21/2001
	W01501	\$4,805.76	3	10/11/2001	10/15/2001
	W02022	\$4,866.00	2	1/7/2002	1/8/2002
	W01939	\$5,008.00	1	1/30/2002	1/30/2002
	W02014	\$5,023.54	3	12/20/2001	12/24/2001
	W01782	\$5,159.00	2	10/15/2001	10/16/2001
	W01729	\$5,199.00	5	10/15/2001	10/19/2001
	W01562	\$5,200.00	2	8/9/2001	8/10/2001
	W01892	\$5,227.00	36	11/2/2001	12/21/2001
	W01989	\$5,438.00	3	12/19/2001	12/21/2001
	W00240	\$5,463.50	22	8/1/2001	8/30/2001
	W01499	\$5,470.68	2	9/28/2001	10/1/2001
	W01912	\$5,646.44	10	10/23/2001	11/5/2001
	W02088	\$6,453.30	1	1/23/2002	1/23/2002
	W01701	\$7,650.00	8	8/16/2001	8/27/2001
	W01474	\$7,650.00	99	5/16/2001	10/1/2001

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
	W01879	\$9,312.00	10	11/7/2001	11/20/2001
	W01826	\$10,514.67	11	10/19/2001	11/2/2001
	W01803	\$11,960.00	1	9/10/2001	9/10/2001
	W01890	\$12,474.00	3	12/19/2001	12/21/2001
	W01984	\$13,330.00	5	12/4/2001	12/10/2001
	W01870	\$13,349.00	2	10/18/2001	10/19/2001
	W01718	\$13,860.00	3	9/25/2001	9/27/2001
	W01861	\$14,000.00	4	10/30/2001	11/2/2001
	W01891	\$17,017.20	10	12/10/2001	12/21/2001
	W01790	\$17,220.00	1	9/25/2001	9/25/2001
	W01867	\$20,441.25	2	11/13/2001	11/14/2001
	W01938	\$20,664.00	8	1/17/2002	1/28/2002
	W01727	\$21,625.00	5	10/9/2001	10/15/2001
	W02087	\$23,586.95	2	1/24/2002	1/25/2002
	W01726	\$25,950.00	16	9/24/2001	10/15/2001
	W01979	\$31,801.50	7	11/16/2001	11/26/2001
	W02101	\$34,894.44	1	1/18/2002	1/18/2002
	W01817	\$35,305.00	5	9/21/2001	9/27/2001
	W01809	\$37,795.00	3	9/19/2001	9/21/2001
	W01601	\$39,199.00	2	8/6/2001	8/7/2001
	W01919	\$47,980.00	6	11/19/2001	11/26/2001
	W01859	\$49,350.00	1	11/8/2001	11/8/2001
	W01874	\$52,654.00	3	11/1/2001	11/5/2001
	W01981	\$57,700.00	4	12/5/2001	12/10/2001
	W01868	\$74,732.00	1	11/14/2001	11/14/2001
	W01816	\$79,300.00	12	9/10/2001	9/25/2001
	W01647	\$80,640.00	3	8/29/2001	8/31/2001
	W01822	\$101,150.00	2	10/8/2001	10/9/2001
	W01711	\$105,716.00	3	9/11/2001	9/13/2001
	W02011	\$127,250.00	3	12/19/2001	12/21/2001
	W01807	\$172,933.00	12	8/30/2001	9/14/2001
	W01830	\$183,158.32	10	9/17/2001	9/28/2001
	W01882	\$1,084,000.00	18	11/1/2001	11/26/2001
	W01872	\$1,365,420.00	22	10/5/2001	11/5/2001
Summary for 'Cutoff' = > \$2500.00 (75 detail records)			520	Avg (Days)	6.93
Summary for 'PC = A (131 detail records)			1931	Avg (Days)	14.74

E
<= \$2500.00

W02036	\$0.00	1	12/10/2001	12/10/2001
W01819	\$0.00	7	9/11/2001	9/19/2001
W01636	\$0.00	13	7/23/2001	8/8/2001
W01634	\$0.00	14	7/19/2001	8/7/2001
W01635	\$0.00	15	7/19/2001	8/8/2001
W01637	\$0.00	16	7/19/2001	8/9/2001
W01643	\$0.00	16	7/20/2001	8/10/2001
W01627	\$0.00	18	7/13/2001	8/7/2001
W01628	\$0.00	18	7/13/2001	8/7/2001
W01641	\$0.00	18	7/16/2001	8/8/2001
W01632	\$0.00	19	7/13/2001	8/8/2001
W01633	\$0.00	19	7/13/2001	8/8/2001
W01624	\$0.00	20	7/13/2001	8/9/2001

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
	W01629	\$0.00	20	7/11/2001	8/7/2001
	W01630	\$0.00	20	7/11/2001	8/7/2001
	W01631	\$0.00	21	7/11/2001	8/8/2001
	W01638	\$0.00	21	7/11/2001	8/8/2001
	W01639	\$0.00	21	7/11/2001	8/8/2001
	W01640	\$0.00	21	7/11/2001	8/8/2001
	W01626	\$0.00	22	7/11/2001	8/9/2001
	W01642	\$0.00	22	7/11/2001	8/9/2001
	W01625	\$0.00	23	7/11/2001	8/10/2001
	W01673	\$10.74	2	8/13/2001	8/14/2001
	W01784	\$18.75	6	10/26/2001	11/2/2001
	W01805	\$25.00	1	9/11/2001	9/11/2001
	W01928	\$38.00	4	12/11/2001	12/14/2001
	W01836	\$51.36	3	10/18/2001	10/22/2001
	W01697	\$62.35	1	10/12/2001	10/12/2001
	W01687	\$88.24	5	9/7/2001	9/13/2001
	W01741	\$100.00	3	9/26/2001	9/28/2001
	W02053	\$101.97	1	1/9/2002	1/9/2002
	W02008	\$180.00	2	1/9/2002	1/10/2002
	W01991	\$300.00	2	11/29/2001	11/30/2001
	W01992	\$300.00	2	11/29/2001	11/30/2001
	W01993	\$300.00	2	11/29/2001	11/30/2001
	W01994	\$300.00	2	11/29/2001	11/30/2001
	W02010	\$300.00	2	1/14/2002	1/15/2002
	W01998	\$300.00	4	12/11/2001	12/14/2001
	W01716	\$354.00	3	9/24/2001	9/26/2001
	W01606	\$500.00	3	8/13/2001	8/15/2001
	W02038	\$600.00	2	1/25/2002	1/28/2002
	W01692	\$1,200.00	4	9/18/2001	9/21/2001
	W01685	\$1,236.00	2	9/7/2001	9/10/2001
	W01657	\$1,350.00	3	8/1/2001	8/3/2001
	W01703	\$1,800.00	6	8/21/2001	8/28/2001
	W01656	\$1,890.00	3	8/1/2001	8/3/2001
	W01684	\$2,085.00	2	9/7/2001	9/10/2001
	W01559	\$2,117.50	2	8/2/2001	8/3/2001
	W01659	\$2,160.00	3	8/1/2001	8/3/2001
Summary for 'Cutoff' = < \$2500.00 (49 detail records)			460	Avg (Days)	9.39
> \$2500.00					
	W01455	\$2,718.00	2	8/1/2001	8/2/2001
	W01459	\$2,749.50	2	8/1/2001	8/2/2001
	W01997	\$3,000.00	3	12/4/2001	12/6/2001
	W01850	\$3,226.00	6	10/29/2001	11/5/2001
	W01658	\$4,023.00	3	8/1/2001	8/3/2001
	W01457	\$4,036.50	2	8/1/2001	8/2/2001
	W01689	\$4,295.20	5	9/7/2001	9/13/2001
	W01458	\$4,375.00	2	8/1/2001	8/2/2001
	W01644	\$5,000.00	3	8/7/2001	8/9/2001
	W01652	\$5,386.50	3	8/1/2001	8/3/2001
	W01654	\$5,400.00	3	8/1/2001	8/3/2001
	W01653	\$5,440.50	3	8/1/2001	8/3/2001
	W01655	\$6,547.50	3	8/1/2001	8/3/2001
	W01456	\$7,263.00	3	8/1/2001	8/3/2001
	W01964	\$7,875.00	1	11/27/2001	11/27/2001

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
	W01651	\$9,490.50	3	8/1/2001	8/3/2001
	W01688	\$11,167.40	5	9/7/2001	9/13/2001
	W01733	\$12,000.00	2	8/23/2001	8/24/2001
	W01842	\$12,085.00	4	10/29/2001	11/1/2001
	W01483	\$12,800.00	39	6/11/2001	8/2/2001
	W01660	\$15,840.00	4	8/1/2001	8/6/2001
	W01961	\$16,375.00	1	11/27/2001	11/27/2001
	W01963	\$17,500.00	1	11/27/2001	11/27/2001
	W01736	\$19,975.00	8	9/7/2001	9/18/2001
	W01670	\$20,000.00	3	8/21/2001	8/23/2001
	W01743	\$24,152.00	4	10/1/2001	10/4/2001
	W01662	\$24,156.00	4	8/1/2001	8/6/2001
	W01860	\$30,852.00	3	10/23/2001	10/25/2001
	W01661	\$33,120.00	4	8/1/2001	8/6/2001
	W01959	\$35,000.00	1	11/27/2001	11/27/2001
	W01960	\$35,000.00	1	11/27/2001	11/27/2001
	W01962	\$35,000.00	1	11/27/2001	11/27/2001
	W01965	\$35,000.00	1	11/27/2001	11/27/2001
	W01865	\$35,000.00	3	11/6/2001	11/8/2001
	W01663	\$35,000.00	4	8/1/2001	8/6/2001
	W01567	\$112,240.00	1	8/23/2001	8/23/2001
	WF1106	\$440,000.00	75	6/8/2001	9/20/2001
Summary for 'Cutoff' = > \$2500.00 (37 detail records)			216	Avg (Days)	5.84
Summary for 'PC = E (86 detail records)			676	Avg (Days)	7.86

P
 <= \$2500.00

	W01742	\$649.00	22	10/1/2001	10/30/2001
	W02026	\$875.75	12	12/14/2001	12/31/2001
	W02034	\$1,153.20	1	1/18/2002	1/18/2002
	W01937	\$1,296.00	5	1/22/2002	1/28/2002
	W01574	\$1,495.00	6	8/28/2001	9/4/2001
	W01478	\$1,625.00	3	7/30/2001	8/1/2001
	W02027	\$1,773.10	6	1/7/2002	1/14/2002
	W01973	\$1,776.49	5	12/6/2001	12/12/2001
	W01764	\$1,880.00	21	8/28/2001	9/25/2001
	W01758	\$2,190.00	8	8/30/2001	9/10/2001
Summary for 'Cutoff' = <= \$2500.00 (10 detail records)			89	Avg (Days)	8.90
> \$2500.00					
	W01705	\$2,503.50	6	8/22/2001	8/29/2001
	W01788	\$2,625.00	9	12/19/2001	12/31/2001
	W01966	\$3,040.80	7	11/16/2001	11/26/2001
	W01749	\$3,133.90	6	8/30/2001	9/6/2001
	W01774	\$3,380.00	10	10/12/2001	10/25/2001
	W02052	\$3,385.00	1	1/8/2002	1/8/2002
	W01914	\$3,699.00	4	11/8/2001	11/13/2001
	W01760	\$3,894.00	57	7/6/2001	9/24/2001
	W01770	\$4,164.40	23	9/13/2001	10/15/2001
	W01616	\$4,166.70	28	6/29/2001	8/7/2001
	W01808	\$4,445.17	4	9/12/2001	9/17/2001
	W02083	\$4,643.00	2	1/14/2002	1/15/2002

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
	W02084	\$4,770.50	5	1/8/2002	1/14/2002
	W01566	\$4,900.00	7	8/15/2001	8/23/2001
	W01899	\$5,072.00	2	1/4/2002	1/7/2002
	W01985	\$5,179.54	2	12/13/2001	12/14/2001
	W01835	\$5,419.70	2	10/19/2001	10/22/2001
	W01759	\$5,590.00	14	9/5/2001	9/24/2001
	W01560	\$6,104.00	26	7/6/2001	8/10/2001
	W01761	\$6,393.00	4	9/19/2001	9/24/2001
	W01719	\$7,670.00	5	9/24/2001	9/28/2001
	W02028	\$8,030.00	7	1/7/2002	1/15/2002
	W01772	\$8,500.00	3	10/23/2001	10/25/2001
	W02033	\$10,227.00	1	1/18/2002	1/18/2002
	W01768	\$10,300.00	45	7/31/2001	10/1/2001
	W01767	\$11,290.00	12	9/13/2001	9/28/2001
	W01769	\$11,720.00	5	10/1/2001	10/5/2001
	W01775	\$12,016.59	6	10/22/2001	10/29/2001
	W01696	\$14,304.75	1	10/4/2001	10/4/2001
	W02029	\$18,752.30	7	1/7/2002	1/15/2002
	W01709	\$19,652.20	5	9/6/2001	9/12/2001
	W02055	\$22,750.00	16	1/7/2002	1/28/2002
	W01731	\$24,000.00	21	9/21/2001	10/19/2001
Summary for 'Cutoff' => \$2500.00 (33 detail records)			353	Avg (Days)	10.70
Summary for 'PC = P (43 detail records)			442	Avg (Days)	10.28

Q
<= \$2500.00

W01693	\$0.00	3	9/21/2001	9/25/2001
W02025	\$0.00	3	12/7/2001	12/11/2001
W01924	\$15.00	4	11/27/2001	11/30/2001
W01492	\$38.99	4	8/10/2001	8/15/2001
W02000	\$40.00	1	12/18/2001	12/18/2001
W02005	\$51.00	10	12/14/2001	12/27/2001
W01207	\$73.00	13	10/30/2001	11/15/2001
W02056	\$99.00	2	1/15/2002	1/16/2002
W01600	\$99.00	4	7/30/2001	8/2/2001
W01781	\$118.00	5	9/20/2001	9/26/2001
W02012	\$120.00	6	12/17/2001	12/24/2001
W01202	\$140.00	7	9/21/2001	10/1/2001
W01848	\$159.84	4	10/31/2001	11/5/2001
W02024	\$162.45	6	1/7/2002	1/14/2002
W01976	\$163.50	6	11/19/2001	11/26/2001
W01200	\$190.08	9	7/31/2001	8/10/2001
W01208	\$191.25	2	11/30/2001	12/3/2001
W01604	\$200.00	1	8/7/2002	8/7/2001
W02035	\$207.72	4	1/18/2002	1/23/2002
W00206	\$225.00	9	8/3/2001	8/15/2002
W01575	\$252.00	21	8/8/2001	9/5/2001
W01561	\$275.00	1	8/10/2001	8/10/2001
W01617	\$300.00	5	8/1/2001	8/7/2001
W01923	\$310.00	3	11/28/2001	11/30/2001
W01996	\$310.11	4	11/30/2001	12/5/2001
W01605	\$320.00	3	8/10/2001	8/14/2001
W01832	\$335.00	3	10/15/2001	10/17/2001

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
	W01843	\$342.96	2	10/31/2001	11/1/2001
	W01199	\$400.00	1	8/6/2001	8/6/2001
	W01839	\$446.97	1	10/25/2001	10/25/2001
	W02004	\$495.00	5	12/21/2001	12/27/2001
	W02009	\$500.00	2	1/9/2001	1/10/2002
	W01665	\$600.00	1	8/14/2001	8/14/2001
	W02001	\$600.00	5	12/20/2001	12/26/2001
	W01915	\$614.25	4	11/14/2001	11/19/2001
	W01995	\$688.00	2	12/03/2001	12/4/2001
	W01999	\$694.00	2	12/17/2001	12/18/2001
	W01829	\$700.00	4	10/31/2001	11/5/2001
	W01785	\$750.00	8	11/8/2001	11/19/2001
	W00990	\$875.40	97	5/8/2001	9/19/2001
	W02085	\$923.00	5	1/8/2002	1/14/2002
	W01737	\$942.50	2	9/20/2001	9/21/2001
	W01821	\$959.00	4	10/2/2001	10/5/2001
	W01763	\$1,000.00	3	9/20/2001	9/24/2001
	W01484	\$1,000.00	15	7/13/2001	8/2/2001
	W00838	\$1,000.00	33	6/18/2001	8/1/2001
	W01668	\$1,037.50	1	8/16/2001	8/16/2001
	W01165	\$1,046.76	81	4/24/2001	8/14/2001
	W02051	\$1,050.00	2	1/4/2002	1/7/2001
	W01889	\$1,054.98	6	12/14/2001	12/21/2001
	W01722	\$1,080.00	2	10/3/2001	10/4/2001
	W01901	\$1,094.34	1	10/19/2001	10/19/2001
	W01986	\$1,127.52	5	12/10/2001	12/14/2001
	W01883	\$1,190.91	18	11/7/2001	11/30/2001
	W01864	\$1,200.00	7	10/26/2001	11/5/2001
	W01873	\$1,250.00	3	11/1/2001	11/5/2001
	W01773	\$1,350.00	5	10/19/2001	10/25/2001
	W01862	\$1,400.00	4	10/30/2001	11/2/2001
	W01776	\$1,464.00	4	9/5/2001	9/10/2001
	W01672	\$1,464.00	59	5/23/2001	8/13/2001
	W01602	\$1,476.31	2	8/6/2001	8/7/2001
	W01664	\$1,500.00	2	8/13/2001	8/14/2001
	W01951	\$1,500.00	2	11/20/2001	11/21/2001
	W01952	\$1,500.00	2	11/20/2001	11/21/2001
	W01953	\$1,500.00	2	11/20/2001	11/21/2001
	W01954	\$1,500.00	2	11/20/2001	11/21/2001
	W01955	\$1,500.00	2	11/20/2001	11/21/2001
	W01956	\$1,500.00	2	11/20/2001	11/21/2001
	W01957	\$1,500.00	2	11/20/2001	11/21/2001
	W01762	\$1,500.00	3	9/20/2001	9/24/2001
	W01897	\$1,607.95	7	12/28/2001	1/7/2002
	W01969	\$1,691.00	3	12/3/2001	12/5/2001
	W01958	\$1,800.00	2	11/20/2001	11/21/2001
	W01982	\$1,917.24	2	12/7/2001	12/10/2001
	W01866	\$2,000.00	2	11/7/2001	11/8/2001
	W01858	\$2,000.00	4	10/10/2001	10/15/2001
	W01828	\$2,132.05	8	10/24/2001	11/2/2001
	W01778	\$2,160.00	2	9/17/2001	9/18/2001
	W01700	\$2,200.00	2	10/12/2001	10/15/2001
	W01894	\$2,350.00	2	12/21/2001	12/24/2001
	W01667	\$2,493.04	1	8/16/2001	8/16/2001

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
	W01717	\$2,500.00	5	9/21/2001	9/27/2001
Summary for 'Cutoff' = < \$2500.00 (82 detail records)			598	Avg (Days)	7.29
<= \$2500.00					
	W01739	\$2,748.00	2	9/20/2001	9/21/2001
	W01206	\$2,884.00	19	9/26/2001	10/22/2001
	W01738	\$3,000.00	2	9/20/2001	9/21/2001
	W01706	\$3,177.57	3	8/27/2001	8/29/2001
	W01396	\$3,349.60	1	11/9/2001	11/9/2001
	W02102	\$4,370.00	3	1/28/2002	1/30/2002
	W01863	\$4,596.25	4	10/31/2001	11/5/2001
	W01815	\$5,538.00	5	9/21/2001	9/27/2001
	W01746	\$5,954.04	2	8/28/2001	8/29/2001
	W01669	\$6,500.00	1	8/16/2001	8/16/2001
	W02002	\$6,618.86	1	12/20/2001	12/20/2001
	W01779	\$7,368.00	5	9/18/2001	9/24/2001
	W02103	\$9,075.96	3	1/28/2002	1/30/2002
	W01869	\$13,044.94	2	11/20/2001	11/21/2001
	W01209	\$27,669.84	14	11/27/2001	12/14/2001
Summary for 'Cutoff' = > \$2500.00 (15 detail records)			67	Avg (Days)	4.47
Summary for 'PC = Q (97 detail records)			665	Avg (Days)	6.86
Summary (357 detail records)			3714	Avg (Days)	10.40

Requisition to Purchase Order Process

(Grouped by \$2500.00 Cut-off)

(PC Codes-A, E, P, Q)

August 2002 - January 2003

PC		Duration (Days)		
<i>A</i>				
<= \$2500.00	Summary for 'Cut Off' = <= \$2500.00 (29 detail records)	494	Avg	17.03
> \$2500.00	Summary for 'Cut Off' = > \$2500.00 (121 detail records)	829	Avg	6.85
Total for PC	Summary for 'PC' = A (150 detail records)	1323	Avg	8.82
<i>E</i>				
<= \$2500.00	Summary for 'Cut Off' = <= \$2500.00 (24 detail records)	93	Avg	3.88
> \$2500.00	Summary for 'Cut Off' = > \$2500.00 (34 detail records)	189	Avg	5.56
Total for PC	Summary for 'PC' = A (58 detail records)	282	Avg	4.86
<i>P</i>				
<= \$2500.00	Summary for 'Cut Off' = <= \$2500.00 (8 detail records)	22	Avg	2.75
> \$2500.00	Summary for 'Cut Off' = > \$2500.00 (32 detail records)	270	Avg	8.44
Total for PC	Summary for 'PC' = A (40 detail records)	292	Avg	7.30
<i>Q</i>				
<= \$2500.00	Summary for 'Cut Off' = <= \$2500.00 (80 detail records)	413	Avg	5.16
> \$2500.00	Summary for 'Cut Off' = > \$2500.00 (21 detail records)	144	Avg	6.86
Total for PC	Summary for 'PC' = A (101 detail records)	557	Avg	5.51
	Summary (349 detail records)	2454	Avg	7.03

Requisition to Purchase Order Process

(Grouped by \$2500.00 Cut-off)

(PC Codes-A, E, P, Q)

August 2001 - January 2002

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
A					
≤ \$2500.00					
	V01271	\$0.00	18	7/24/2002	8/16/2002
	V01255	\$291.76	2	8/9/2002	8/12/2002
	V01631	\$318.00	2	1/13/2003	1/14/2003
	V01385	\$492.00	120	5/2/2002	10/16/2002
	V01481	\$564.00	121	5/2/2002	10/17/2002
	V01418	\$571.40	3	11/14/2002	11/18/2002
	V01304	\$616.97	25	7/16/2002	8/19/2002
	V01598	\$678.00	4	12/24/2002	12/27/2002
	V01504	\$792.00	3	1/3/2003	1/7/2003
	V01360	\$1,215.00	1	9/4/2002	9/4/2002
	V01502	\$1,216.00	23	11/26/2002	12/26/2002
	V01654	\$1,265.00	3	1/27/2003	1/29/2003
	V01250	\$1,462.00	1	9/10/2002	9/10/2002
	V01443	\$1,555.00	5	10/28/2002	11/1/2002
	V00200	\$1,695.76	8	10/23/2002	11/1/2002
	V01509	\$1,816.00	4	10/29/2002	11/1/2002
	V01449	\$1,839.00	7	11/18/2002	11/26/2002
	V01440	\$1,890.00	2	10/23/2002	10/24/2002
	V01235	\$1,909.00	1	8/16/2002	8/16/2002
	V01366	\$1,932.00	24	9/6/2002	10/9/2002
	V00201	\$1,966.23	30	10/13/2002	11/22/2002
	V01243	\$1,982.00	2	8/29/2002	8/30/2002
	V01391	\$1,994.00	2	8/29/2002	8/30/2002
	V00893	\$1,994.00	6	8/29/2002	9/5/2002
	V01435	\$2,198.00	2	10/8/2002	10/9/2002
	V01290	\$2,316.00	49	8/9/2002	10/16/2002
	V01317	\$2,423.00	2	9/10/2002	9/11/2002
	V01613	\$2,499.00	6	12/30/2002	1/6/2003
	V01274	\$2,500.00	18	7/24/2002	8/16/2002
Summary for 'Cutoff' = ≤ \$2500.00 (29 detail records)			494	Avg (Days)	17.03
> \$2500.00					
	V00199	\$2,520.00	8	10/4/2002	10/15/2002
	V01234	\$2,526.00	1	8/16/2002	8/16/2002
	V01633	\$2,692.38	4	1/17/2003	1/22/2003
	V01431	\$2,697.60	2	10/2/2002	10/3/2002
	V00198	\$2,776.00	8	10/4/2002	10/15/2002
	V01569	\$2,795.00	3	12/17/2002	12/19/2002
	V01404	\$2,850.00	2	9/9/2002	9/10/2002
	V01611	\$2,878.15	6	12/24/2002	12/31/2002
	V00894	\$2,882.34	64	6/19/2002	9/16/2002
	V01398	\$2,991.00	2	8/29/2002	8/30/2002
	V01390	\$2,991.00	2	8/29/2002	8/30/2002
	V01400	\$2,991.00	2	8/29/2002	8/30/2002
	V00886	\$2,991.00	6	8/29/2002	9/5/2002

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
	V01316	\$3,117.28	2	9/10/2002	9/11/2002
	V01616	\$3,153.08	1	1/8/2003	1/8/2003
	V01407	\$3,300.00	1	9/20/2002	9/20/2002
	V01256	\$3,314.02	2	8/9/2002	8/12/2002
	V01575	\$3,326.47	1	12/20/2002	12/20/2002
	V01247	\$3,594.96	4	9/3/2002	9/6/2002
	V01239	\$3,909.00	3	8/20/2002	8/22/2002
	V01396	\$3,988.00	2	8/29/2002	8/30/2002
	V01388	\$3,988.00	2	8/29/2002	8/30/2002
	V00889	\$3,988.00	6	8/29/2002	9/5/2002
	V01561	\$4,021.73	18	11/25/2002	12/18/2002
	V01248	\$4,110.00	4	9/3/2002	9/6/2002
	V01445	\$4,132.70	7	10/28/2002	11/5/2002
	V01325	\$4,200.00	1	10/25/2002	10/25/2002
	V01664	\$4,222.00	14	1/9/2003	1/28/2003
	V01417	\$4,440.00	14	10/30/2002	11/18/2002
	V01597	\$4,508.75	6	12/17/2002	12/24/2002
	V01142	\$4,801.44	9	7/24/2002	8/5/2002
	V01596	\$4,903.59	2	12/18/2002	12/19/2002
	V01402	\$4,985.00	2	8/29/2002	8/30/2002
	V01665	\$5,090.00	14	1/9/2003	1/28/2003
	V01359	\$5,314.00	2	9/9/2002	9/10/2002
	V01434	\$5,700.00	4	10/4/2002	10/9/2002
	V01438	\$5,745.00	1	10/25/2002	10/25/2002
	V01394	\$5,982.00	2	8/29/2002	8/30/2002
	V01560	\$6,290.00	17	11/12/2002	12/4/2002
	V01377	\$6,525.00	1	10/1/2002	10/1/2002
	V01405	\$6,778.00	3	9/11/2002	9/13/2002
	V00195	\$7,038.00	1	9/18/2002	9/18/2002
	V01246	\$7,415.00	4	9/3/2002	9/6/2002
	V01592	\$7,421.63	1	12/9/2002	12/9/2002
	V01416	\$7,592.50	10	11/4/2002	11/15/2002
	V01389	\$7,976.00	2	8/29/2002	8/30/2002
	V00888	\$7,976.00	6	8/29/2002	9/5/2002
	V00885	\$8,052.00	3	8/9/2002	8/13/2002
	V01595	\$8,172.65	5	12/11/2002	12/17/2002
	V01600	\$8,520.00	12	12/13/2002	12/30/2002
	V00618	\$9,183.00	1	8/19/2002	8/19/2002
	V01491	\$9,862.72	5	10/30/2002	11/5/2002
	V00890	\$9,970.00	6	8/29/2002	9/5/2002
	V01341	\$10,105.68	8	8/21/2002	8/30/2002
	V00891	\$10,967.00	6	8/29/2002	9/5/2002
	V01340	\$11,108.27	5	8/26/2002	8/30/2002
	V01562	\$11,970.00	16	11/25/2002	12/16/2002
	V00196	\$12,303.00	1	9/18/2002	9/18/2002
	V01414	\$12,744.00	8	11/4/2002	11/13/2002
	V00892	\$13,958.00	6	8/29/2002	9/5/2002
	V00614	\$13,960.85	61	5/14/2002	8/6/2002
	V01354	\$14,955.00	5	8/29/2002	9/4/2002
	V00550	\$15,029.00	3	8/8/2002	8/12/2002
	V01591	\$15,135.13	24	11/4/2002	12/5/2002
	V00887	\$15,952.00	6	8/29/2002	9/5/2002
	V01567	\$16,246.75	17	11/12/2002	12/4/2002
	V01524	\$16,318.75	1	12/18/2002	12/18/2002

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
	V01312	\$17,220.00	5	8/21/2002	8/27/2002
	V01553	\$17,878.88	4	12/18/2002	12/23/2002
	V01393	\$19,940.00	2	8/29/2002	8/30/2002
	V01352	\$19,940.00	5	8/29/2002	9/4/2002
	V01353	\$19,940.00	5	8/29/2002	9/4/2002
	V01521	\$22,661.45	1	12/11/2002	12/11/2002
	V01346	\$22,931.00	5	8/29/2002	9/4/2002
	V01351	\$22,931.00	5	8/29/2002	9/4/2002
	V01446	\$23,104.26	27	10/2/2002	11/7/2002
	V01395	\$24,925.00	2	8/29/2002	8/30/2002
	V01350	\$24,925.00	5	8/29/2002	9/4/2002
	V01565	\$26,750.00	13	11/18/2002	12/4/2002
	V01355	\$27,549.00	3	9/5/2002	9/9/2002
	V01612	\$28,503.00	2	12/30/2002	12/31/2002
	V01401	\$28,913.00	2	8/29/2002	8/30/2002
	V00622	\$29,910.00	3	8/23/2002	8/27/2002
	V01407	\$29,985.00	1	9/20/2002	9/20/2002
	V01342	\$30,000.00	7	8/22/2002	8/30/2002
	V01349	\$34,895.00	5	8/29/2002	9/4/2002
	V01345	\$34,895.00	5	8/29/2002	9/4/2002
	V01277	\$38,353.36	18	7/24/2002	8/16/2002
	V01475	\$38,753.00	20	10/3/2002	10/30/2002
	V01392	\$39,880.00	2	8/29/2002	8/31/2002
	V01441	\$40,320.00	2	10/23/2002	10/24/2002
	V01356	\$43,925.00	7	8/30/2002	9/9/2002
	V01433	\$44,289.00	1	10/8/2002	10/8/2002
	V01348	\$47,856.00	5	8/29/2002	9/4/2002
	V01413	\$47,950.00	11	10/30/2002	11/13/2002
	V01488	\$49,234.95	4	10/24/2002	10/29/2002
	V01347	\$49,850.00	5	8/29/2002	9/4/2002
	V01344	\$49,850.00	5	8/29/2002	9/4/2002
	V01005	\$51,383.00	1	10/3/2002	10/3/2002
	V01397	\$53,838.00	2	8/29/2002	8/30/2002
	V01355	\$59,562.12	3	9/5/2002	9/9/2002
	V01221	\$64,680.00	4	10/9/2002	10/14/2002
	V01399	\$64,805.00	2	8/29/2002	8/30/2002
	V01415	\$69,359.00	11	10/30/2002	11/13/2002
	V01448	\$69,669.60	11	11/12/2002	11/26/2002
	V01244	\$85,000.00	5	8/29/2002	9/4/2002
	V01436	\$85,996.70	1	10/9/2002	10/9/2002
	V01599	\$90,881.00	12	12/13/2002	12/30/2002
	V01477	\$99,490.80	22	10/3/2002	11/1/2002
	V01627	\$106,110.73	2	1/10/2003	1/13/2003
	V00625	\$122,052.00	5	8/21/2002	8/27/2002
	V00624	\$131,200.00	1	8/26/2002	8/26/2002
	V01425	\$140,400.00	7	9/24/2002	10/2/2002
	V01003	\$150,000.00	26	7/1/2002	8/5/2002
	V00623	\$219,104.00	1	8/26/2002	8/26/2002
	V01474	\$291,508.00	20	10/3/2002	10/30/2002
	V01572	\$399,956.61	17	11/27/2002	12/19/2002
	V01419	\$416,752.00	1	11/20/2002	11/20/2002
	V01412	\$751,545.00	5	11/4/2002	11/8/2002
	V01576	\$1,825,960.00	1	12/20/2002	12/20/2002
	V01245	\$2,312,700.00	4	9/3/2002	9/6/2002

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
Summary for 'Cutoff' => \$2500.00 (121 detail records)			829	Avg (Days)	6.85
Summary for 'PC = A (150 detail records)			1323	Avg (Days)	8.82

E

<= \$2500.00

V01306	\$0.00	4	8/13/2002	8/16/2002
V01545	\$0.00	5	12/6/2002	12/12/2002
V01409	\$15.00	2	10/1/2002	10/2/2002
V00616	\$25.00	2	8/13/2002	8/14/2002
V01528	\$42.50	3	11/5/2002	11/7/2002
V01500	\$48.00	3	12/9/2002	12/11/2002
V01386	\$68.00	2	10/16/2002	10/17/2002
V01143	\$95.00	11	7/23/2002	8/6/2002
V01196	\$118.00	4	7/30/2002	8/2/2002
V01492	\$126.00	2	11/5/2002	11/6/2002
V01602	\$203.00	2	1/8/2003	1/9/2003
V01140	\$285.00	3	7/30/2002	8/1/2002
V01467	\$300.00	1	10/18/2002	10/18/2002
V01468	\$354.00	2	10/22/2002	10/23/2002
V00548	\$400.00	22	7/10/2002	8/8/2002
V01249	\$500.00	8	8/30/2002	9/10/2002
V01653	\$563.84	4	1/13/2003	1/16/2003
V01293	\$1,157.00	2	8/13/2002	8/14/2002
V01299	\$1,729.00	2	8/13/2002	8/14/2002
V01295	\$1,820.00	2	8/13/2002	8/14/2002
V01437	\$2,000.00	1	10/14/2002	10/14/2002
V01301	\$2,041.00	2	8/13/2002	8/14/2002
V01291	\$2,093.00	2	8/13/2002	8/14/2002
V01296	\$2,236.00	2	8/13/2002	8/14/2002

Summary for 'Cutoff' =< \$2500.00 (24 detail records) 93 Avg (Days) 3.88

> \$2500.00

V01297	\$2,652.00	2	8/13/2002	8/14/2002
V01298	\$2,691.00	2	8/13/2002	8/14/2002
V01292	\$3,068.00	2	8/13/2002	8/14/2002
V01294	\$3,874.00	2	8/13/2002	8/14/2002
V01302	\$4,264.00	2	8/13/2002	8/14/2002
V01141	\$5,431.93	5	7/29/2002	8/2/2002
V01336	\$9,000.00	7	9/5/2002	9/13/2002
V01530	\$9,980.00	11	10/25/2002	11/8/2002
V01331	\$10,000.00	5	9/5/2002	9/11/2002
V01300	\$11,453.00	2	8/13/2002	8/14/2002
V01387	\$12,360.00	1	10/17/2002	10/17/2002
V01463	\$15,000.00	3	10/15/2002	10/17/2002
V01605	\$18,000.00	5	1/21/2003	1/27/2003
V01403	\$20,300.00	7	12/5/2002	12/13/2002
V01653	\$21,600.00	4	1/13/2003	1/16/2003
V01305	\$23,939.16	2	8/20/2002	8/21/2002
V01455	\$25,000.00	6	9/23/2002	9/30/2002
V01550	\$29,000.00	8	11/26/2002	12/5/2002
V01333	\$30,000.00	5	9/5/2002	9/11/2002
V01462	\$35,000.00	2	10/15/2002	10/16/2002

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
	V01198	\$35,000.00	4	8/13/2002	8/16/2002
	V01332	\$35,000.00	5	9/5/2002	9/11/2002
	V01330	\$45,000.00	5	9/5/2002	9/11/2002
	V01454	\$45,000.00	6	9/23/2002	9/30/2002
	V01604	\$59,268.00	5	1/21/2003	1/27/2003
	V01456	\$60,000.00	4	9/27/2002	10/2/2002
	V01334	\$63,388.00	5	9/5/2002	9/11/2002
	V01457	\$75,000.00	3	9/30/2002	10/2/2002
	V01199	\$75,000.00	4	8/13/2002	8/16/2002
	V01200	\$75,000.00	4	8/13/2002	8/16/2002
	V01453	\$75,000.00	6	9/23/2002	9/30/2002
	V01335	\$75,000.00	7	9/5/2002	9/13/2002
	V01532	\$75,000.00	11	10/30/2002	11/13/2002
	V01458	\$75,000.00	37	8/13/2002	10/2/2002

Summary for 'Cutoff' = > \$2500.00 (34 detail records) 189 Avg (Days) 5.56

Summary for 'PC = E (58 detail records) 282 Avg (Days) 4.86

P

<= \$2500.00

V01432	\$407.00	3	10/4/2002	10/8/2002
V01515	\$715.40	1	11/19/2002	11/19/2002
V01516	\$738.15	3	11/20/2002	11/22/2002
V01426	\$1,000.00	4	9/18/2002	9/23/2002
V00615	\$1,188.00	2	8/5/2002	8/6/2002
V01238	\$1,842.84	2	8/20/2002	8/21/2002
V01519	\$2,110.00	2	12/4/2002	12/5/2002
V01635	\$2,443.72	5	1/23/2003	1/29/2003

Summary for 'Cutoff' = > \$2500.00 (8 detail records) 22 Avg (Days) 2.75

> \$2500.00

V01512	\$2,707.50	2	11/12/2002	11/13/2002
V01559	\$3,000.00	5	12/18/2002	12/24/2002
V01442	\$3,061.69	8	10/23/2002	11/1/2002
V01573	\$3,124.51	1	12/19/2002	12/19/2002
V01318	\$3,181.50	5	9/17/2002	9/23/2002
V01421	\$3,196.00	18	8/16/2002	9/10/2002
V00197	\$3,601.50	49	8/5/2002	10/10/2002
V01324	\$3,617.00	4	10/18/2002	10/23/2002
V01219	\$3,950.00	4	9/3/2002	9/6/2002
V00619	\$4,300.00	1	8/19/2002	8/19/2002
V01523	\$4,323.63	1	12/17/2002	12/17/2002
V01579	\$4,605.50	5	1/21/2003	1/27/2003
V01320	\$5,125.00	1	10/4/2002	10/4/2002
V01617	\$5,972.00	14	12/20/2002	1/8/2003
V01578	\$6,266.75	3	1/6/2003	1/8/2003
V01511	\$6,317.00	1	11/6/2002	11/6/2002
V01632	\$6,400.00	2	1/21/2003	1/22/2003
V01384	\$6,750.00	5	10/10/2002	10/16/2002
V01630	\$7,104.00	2	1/7/2003	1/8/2003
V01343	\$7,640.00	2	8/29/2002	8/30/2002
V01315	\$7,707.00	1	9/10/2002	9/10/2002
V01322	\$7,850.00	1	10/9/2002	10/9/2002
V01429	\$8,300.86	2	9/25/2002	9/26/2002

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
	V00193	\$11,580.00	40	6/24/2002	8/16/2002
	V01593	\$13,875.00	3	12/9/2002	12/11/2002
	V01323	\$16,001.25	6	10/14/2002	10/21/2002
	V01513	\$16,539.30	1	11/13/2002	11/13/2002
	V01514	\$19,500.00	1	11/14/2002	11/14/2002
	V01472	\$19,695.77	18	10/7/2002	10/30/2002
	V01517	\$20,027.40	5	11/20/2002	11/26/2002
	V01581	\$20,520.02	57	11/12/2002	1/29/2003
	V01251	\$23,576.00	2	9/9/2002	9/10/2002
Summary for 'Cutoff' = > \$2500.00 (32 detail records)			270	Avg (Days)	8.44
Summary for 'PC = P (40 detail records)			292	Avg (Days)	7.30

Q
 <= \$2500.00

V01424	\$25.00	1	9/13/2002	9/13/2002
V01241	\$25.00	14	8/9/2002	8/28/2002
V01368	\$30.00	1	9/18/2002	9/18/2002
V01233	\$40.00	2	8/12/2002	8/13/2002
V01531	\$70.00	1	11/8/2002	11/8/2002
V01557	\$89.00	1	12/24/2002	12/24/2002
V01374	\$90.00	1	9/20/2002	9/20/2002
V01503	\$100.00	1	12/27/2002	12/27/2002
V01501	\$100.00	4	12/23/2002	12/26/2002
V01558	\$149.00	2	12/23/2002	12/24/2002
V01652	\$150.00	2	1/24/2003	1/27/2003
V01518	\$175.00	2	12/3/2002	12/4/2002
V01337	\$180.72	2	9/19/2002	9/20/2002
V01326	\$200.00	2	8/27/2002	8/28/2002
V01526	\$200.00	4	11/4/2002	11/7/2002
V01494	\$240.00	5	11/8/2002	11/14/2002
V01358	\$264.00	3	9/5/2002	9/9/2002
V01527	\$270.00	6	10/31/2002	11/7/2002
V01065	\$286.24	4	9/6/2002	9/11/2002
V01483	\$300.00	1	10/23/2002	10/23/2002
V01652	\$300.00	2	1/24/2003	1/27/2003
V01218	\$300.00	118	3/22/2002	9/3/2002
V01361	\$320.00	2	9/3/2002	9/4/2002
V01067	\$357.50	3	12/4/2002	12/6/2002
V00194	\$395.39	1	9/17/2002	9/17/2002
V01410	\$400.00	3	10/18/2002	10/22/2002
V01064	\$410.00	1	9/10/2002	9/10/2002
V01644	\$410.00	3	8/12/2002	8/14/2002
V01676	\$442.08	1	1/30/2003	1/30/2003
V01541	\$445.61	3	11/8/2002	11/12/2002
V01383	\$446.00	6	10/9/2002	10/16/2002
V01406	\$480.00	1	9/17/2002	9/17/2002
V01506	\$500.00	1	1/27/2003	1/27/2003
V01496	\$500.00	4	11/12/2002	11/15/2002
V01495	\$500.00	4	11/12/2002	11/15/2002
V01217	\$500.00	8	8/26/2002	9/4/2002
V01376	\$570.00	1	9/30/2002	9/30/2002
V01285	\$749.84	25	7/25/2002	8/28/2002
V01667	\$787.70	3	1/28/2003	1/30/2003

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
	V01546	\$800.00	1	11/18/2002	11/18/2002
	V01556	\$800.00	2	12/20/2002	12/23/2002
	V01311	\$850.99	6	8/13/2002	8/20/2002
	V01069	\$869.50	14	12/20/2002	1/8/2003
	V01498	\$923.00	2	12/3/2002	12/4/2002
	V00617	\$945.00	2	8/14/2002	8/15/2002
	V01619	\$995.00	3	1/17/2003	1/21/2003
	V01507	\$1,000.00	1	1/27/2003	1/27/2003
	V01505	\$1,000.00	2	1/7/2003	1/8/2003
	V01459	\$1,000.00	4	10/25/2002	10/30/2002
	V01493	\$1,000.00	5	11/8/2002	11/14/2002
	V01447	\$1,080.00	5	11/13/2002	11/19/2002
	V01427	\$1,157.00	2	9/23/2002	9/24/2002
	V01469	\$1,200.00	3	11/4/2002	11/6/2002
	V01614	\$1,396.90	1	1/6/2003	1/6/2003
	V01444	\$1,499.00	1	11/1/2002	11/1/2002
	V01538	\$1,500.00	1	11/18/2002	11/18/2002
	V01539	\$1,500.00	1	11/18/2002	11/18/2002
	V01547	\$1,500.00	1	11/18/2002	11/18/2002
	V01536	\$1,500.00	1	11/18/2002	11/18/2002
	V01535	\$1,500.00	1	11/18/2002	11/18/2002
	V01540	\$1,500.00	1	11/18/2002	11/18/2002
	V01534	\$1,500.00	1	11/18/2002	11/18/2002
	V01537	\$1,500.00	1	11/18/2002	11/18/2002
	V01549	\$1,500.00	2	11/20/2002	11/21/2002
	V00549	\$1,500.00	5	8/2/2002	8/8/2002
	V01666	\$1,672.00	3	1/28/2003	1/30/2003
	V01307	\$1,800.00	2	8/21/2002	8/22/2002
	V01499	\$1,800.00	8	11/25/2002	12/4/2002
	V01327	\$2,000.00	2	8/28/2002	8/29/2002
	V01308	\$2,026.05	2	8/21/2002	8/22/2002
	V01066	\$2,070.00	35	10/1/2002	11/18/2002
	V01420	\$2,108.82	8	11/22/2002	12/3/2002
	V00621	\$2,184.00	9	8/20/2002	8/30/2002
	V01276	\$2,260.00	2	8/15/2002	8/16/2002
	V01497	\$2,400.00	1	11/15/2002	11/15/2002
	V01339	\$2,430.00	2	9/27/2002	9/30/2002
	V01482	\$2,457.00	1	10/18/2002	10/18/2002
	V01459	\$2,463.00	1	10/11/2002	10/11/2002
	V01563	\$2,500.00	8	11/25/2002	12/4/2002
	V01232	\$2,500.00	11	8/8/2002	8/22/2002

Summary for 'Cutoff' = <= \$2500.00 (80 detail records) 413 Avg (Days) 5.16
> \$2500.00

	V01428	\$3,000.00	2	9/23/2002	9/24/2002
	V01309	\$3,000.00	2	8/21/2002	8/22/2002
	V01554	\$3,500.00	4	12/18/2002	12/23/2002
	V01625	\$3,802.50	1	1/6/2003	1/6/2003
	V01439	\$4,700.50	1	10/25/2002	10/25/2002
	V01411	\$4,877.70	7	10/18/2002	10/28/2002
	V01197	\$5,000.00	2	8/9/2002	8/12/2002
	V01603	\$5,573.00	2	1/22/2003	1/23/2003
	V01624	\$5,890.00	2	1/6/2003	1/7/2003

PC	PO Code	Amt	Duration (Days)	Req Rcvd	Issue Date
	V01310	\$7,000.00	1	8/23/2002	8/23/2002
	V01555	\$7,276.93	4	12/18/2002	12/23/2002
	V01231	\$7,500.00	2	8/2/2002	8/5/2002
	V01525	\$7,804.80	1	12/23/2002	12/23/2002
	V01408	\$8,433.65	78	6/12/2002	9/27/2002
	V01520	\$9,288.00	2	12/6/2002	12/9/2002
	V00609	\$10,473.06	25	7/2/2002	8/5/2002
	V01651	\$10,500.00	1	1/8/2003	1/8/2003
	V01303	\$12,000.00	1	8/16/2002	8/16/2002
	V01070	\$16,715.00	2	1/27/2003	1/28/2003
	V01533	\$17,403.76	2	11/14/2002	11/15/2002
Summary for 'Cutoff' => \$2500.00 (21 detail records)			144	Avg (Days)	6.86
Summary for 'PC = Q (101 detail records)			557	Avg (Days)	5.51
Summary (349 detail records)			2454	Avg (Days)	7.03

SPURS USERS MANUAL

APPENDIX D

PURCHASE CODES

(See Table 300)

A Purchase Code is a one-character code used in SPURS to identify the type of purchase for each commodity or service listed on purchase order lines, and are reported on the monthly Purchase Order Statistics report. Purchase Codes are found on Table 300. The following information is included to assist SPURS users in understanding when it is appropriate to use a particular purchase code:

A - STATE CONTRACT - This code should only be used when the purchase of the commodity/service is based on a state contract awarded by the Division of Purchasing. If the item is on State Contract it is not necessary to process an Informal Bid, RFI, RFPI RFQ, etc. The State Contract Number should also be entered on the purchase order, in the Quote or Bid Number field to alert the vendor that this is a contract item and all terms and conditions as appropriate apply.

B - DOP APPROVED CONTRACT EXCEPTION - Purchase of the commodity/service is based on approval by the Division of Purchasing (DOP) to secure an item similar or identical to one on state contract, but from a vendor other than the contract vendor. To use this code, the Exceptional Purchase Request / Authorization / Certification form (PUR 7006) must be approved by DOP.

C - DOP APPROVED CONTRACT EXCEPTION / SINGLE SOURCE - This code should be used when the purchase of the commodity/service is based on approval by the Division of Purchasing (DOP) to secure an item similar to one on State Contract, but from a single source vendor.

D - LOCAL PURCHASING SOURCE - No longer applicable - DO NOT USE.

E – PRIDE / RESPECT / GOVERNMENT - Purchase is from PRIDE, a RESPECT workshop, or another government agency (state, local, federal).

F – ONE OR NO BID RESPONSE - This code should be used when the purchase of the commodity/service is based on bids that have been solicited and only one response is received and a contract is awarded to the single bidder; or no response are received and a contract is negotiated.

G – SINGLE SOURCE - Purchase of the commodity/service when only one vendor can provide the needed product.

H - AGENCY APPROVED CONTRACT EXCEPTION - The total cost of a purchase for the commodity/service is below threshold category one, and the commodity/service is on a state term contract but, is being purchased from a source other than the contract vendor; and the agency head has requested and received the delegation of authority to make such purchases in accordance with DOP Rule 60A-1.008 (4) (c), F.A.C.

J - INVITATION TO BID - Purchase of the commodity/service is based on a formal invitation to bid as defined by statute and/or rule. The Bud Number should appear on the purchase order header screen to alert the vendor that all terms and conditions apply. Agencies are not required to go through the process of producing a formal Invitation To Bid if the item(s) requested are below threshold category two.

K - REQUEST FOR PROPOSAL - Purchase of the commodity/service is based on a formal competitive proposal as defined by statute and/or rule.

L - AGENCY CONTRACT - Purchase of the commodity/service is based on a term contract awarded by the respective agency.

M - NEGOTIATED PURCHASE –

N – S.N.A.P.S. (STATE NEGOTIATED AGREEMENT PRICE SCHEDULE) - This code should only be used when the purchase of the commodity/service is based on a S.N.A.P.S. awarded by the Division of Purchasing. If the item is on a S.N.A.P.S. it is not necessary to process an Informal Bid, RFI, RFP, RFQ etc. The S.N.A.P.S. - Number should also be entered on the purchase order, in the Quote or Bid Number field, to alert the vendor that this is a S.N.A.P.S item and all terms and conditions as appropriate apply.

P - INFORMAL BID - Purchase of the commodity/service is based on obtaining prices by way of the informal written competitive bid, a competitive written quotation (below threshold category two), or a competitive telephone quotation (below threshold category one).

Q - DISCRETIONARY PURCHASE - Purchase of the commodity/service is based on awarding a PO without obtaining competitive pricing. This code should be used sparingly.

S - SCHEDULED PURCHASING - No longer applicable - DO NOT USE.

X - EMERGENCY - Purchase of the commodity/service is based on a declaration of emergency signed under oath by the head of an agency. Purchases using this code, must file the Exceptional Purchase Request/Authorization/Certification form (PUR 7006) with DOP.

Eight-phase Process for Handling Requisitions and Purchase Orders

1. Requisition Intake

- a. Clock requisition in with date/time stamp
- b. If FIDM requisition, manually log into FIDM logbook
- c. Determine which agent receives requisition based on:
 - Purchase category
 - Number of open requisitions for agent
- d. Add to Purchasing Front Desk application
- e. Add to Excel Status Report
- f. Give to Agent to create PO, Agent has 5 working days to create PO.

2. Document Scanning Preparation

The agent will return a Purchase Order and backup documentation which will be either an original PO, a Change Order, or a Void.

- a) Count number of pages and write this number in upper left-hand corner of top sheet.
- b) Remove any paper blips and staples
- c) If sticky notes are attached, tape to original or a blank sheet of paper (add one to count).
- d) Put green Oculus separator sheet between each "set"
- e) Order all sets in chronological order by PO Number (for ease in filing at end of process).
- f) If PO is a change order, set aside the original paperwork that has already been scanned into Oculus. These documents will be marked with a Red Star at the bottom right of the cover page.
- g) Open Batch Manager on desktop.
- h) Click "Create a Batch" ... both Purchasing and Accounting use the category called "Finance & Accounting". To identify that Purchasing is working on this batch, type initials in front of session.
- i) Click Save which will refresh the screen with a "ready" status.

3. Scanning

- a. Click SCAN >> Properties >> Size and choose "maximum" to allow for any papers that are longer than 8.5 x 11.
- b. Place sets face down in scanner tray and click 2nd (middle) button which allows for scanning multiple documents.
- c. If scanner jams during process, replace documents still in the scanner tray and continue. Any missing documents will be reconciled in a later step.
- d. If any documents are two-sided, the 2nd side will be scanned in a later step.

4. Reconciliation

- a. Click green button to begin Reconcile process

- b. Match the number of pages scanned (listed on left side of screen) with the number written on the cover of each set. If there are fewer pages scanned than listed, identify missing document, scan into set by right clicking the page before the missing document and selecting Insert.
- c. Rotate all pages to the proper orientation for viewing.
- d. View scanned image (right side of screen). to determine if any "dirt" on the scanned image is from the original. If not, rescan for a cleaner image.
- e. Identify any double-sided documents in set that need to be added to set using Insert feature (see step c above)
- f. Staple all scanned and reconciled documents back together and join any additional documentation for change orders back together.

5. Validation

- a. Click yellow button to begin validation process. Brings up a form with seven fields for each document set.
- b. Fill in all fields except "Requisition Scan Date".
- c. If document has more than one Org Code or Requisition Number, set aside to do a supplemental index (Step 8) once batch has been release to Oculus.

6. Release to Oculus

- a. Close batch which will release newly scanned documents to Oculus.

7. Supplemental Indexing

For any document sets with' more than one Org Code or Requisition Number, must create a supplemental index in Oculus.

- a. Open Web Browser >> Navigate to Oculus >> Default opens to Search screen
- b. Make sure Catalog = Purchasing and Index Purchase Order.
- c. Search for document by PO, click "Add Supplemental Index".
- d. Fill in additional Org Code or Requisition Number.
- e. Search for P0 to double-check that it now shows up under by PO and/or Requisition numbers (as relevant)

8. Filing

- a. File all document sets in file cabinets.