

# Department of Material Management

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## *Expanded Statement of Institutional Purpose*

### **Institutional Mission Reference**

In order to support the University in the areas of Instruction, Research, Student Activities and Community Programs. Material Management's mission is to provide all procurement and inventory control services in keeping with sound business principles and applicable Federal and State guidelines.

### **Institutional Goal(s) Supported**

Material Management supports the University's goals of outstanding service to the University, personal integrity in all we do, civility for others, responsibility for our actions, and commitment to the dignity, rights and property of others.

## *Intended Objectives for your unit, Methods for Assessment, and Criteria for Success*

### **Intended Objective 1**

Provide timely, cost effective customer service in the procurement, delivery and distribution of necessary goods and services for campus departments and programs.

**Method for Assessing Objective 1 and Criterion for Success:** Measure departmental success by regularly monitoring departmental performance standards in relation to customer requested service levels.

### **Intended Objective 2**

Provide and maintain appropriate, adequate internal controls for all delegated procurement responsibilities given to campus departments.

**Method for Assessing Objective 2 and Criterion for Success:** Perform regular scheduled usage reviews of all delegated authority. All delegated users to be reviewed annually as a minimum with all discrepancies or violations noted and accounted.

### **Alternate Method for Assessing Objective 2 and Criterion for Success (NOTE: Alternate methods are optional):**

Annual review by the Auditor of Public Accounts will randomly review performance in this area.

### **Intended Objective 3**

Perform all procurement functions in compliance with applicable State, Federal and University policies, procedures and regulations.

**Method for Assessing Objective 3 and Criterion for Success:** Regular periodic review of all professional procurement activities conducted on the departmental level to detect and correct errors and omissions.

### **Alternate Method for Assessing Objective 3 and Criterion for Success (NOTE: Alternate methods are optional):**

Annual review of procurement transactions performed as part of the Auditor of Public Accounts review.

**Alternate Method for Assessing Objective 3 and Criterion for Success** (*NOTE: Alternate methods are optional*):  
Bi-Annual review of all procurement and contracting transactions performed by Commonwealth of Virginia, Division of Purchases and Supply to certify eligibility and qualify to retain unlimited delegated procurement authority.

**Intended Objective 4**

Maintain the University's controllable asset inventory accurately and in accordance with prescribed procedures and policies.

**Method for Assessing Objective 4 and Criterion for Success:** Perform a bi-annual physical inventory of all University controllable assets.

**Alternate Method for Assessing Objective 4 and Criterion for Success** (*NOTE: Alternate methods are optional*):  
revi of all transactions and inventory as a part of the annual review by the Auditor of Public Accounts.

**Alternate Method for Assessing Objective 4 and Criterion for Success** (*NOTE: Alternate methods are optional*):  
Review of inventory procedures and practices as part of University Internal Auditor's operational performance reviews.