

## KENNESAW STATE Procurement Service Level Agreement (SLA) U N I V E R S I T Y P-Card Inquires As OFFICE OF FISCAL SERVICES P-Card Inquires As

Select FY

2020

Select Month April

Reporting Month: April

Total In	quiries	Avg. # Days to Response	Avg. # Days Over/Under SLA Goal
Closed	Total	PCard	PCard
516	516	1.0	-1.0

## **Closed PCard Inquiries**

		Inquiry	
DIV	Department	Count	
AAF	Digital Learning Innovation	4	Goal: 2 Days
	Division of Global Affairs	15	
	Museums, Archives, and Rare Books	4	
	Office of the Provost and Vice President of Academic Affairs	5	
ACM	Architecture	2	
	Construction Management	8	
ART	College of the Arts - Office of the Dean	4	
	Department of Dance	10	
	Department of Theatre and Performance Studies	6	
	School of Art and Design	4	
	School of Music	3	
ATH	Intercollegiate Athletics	12	
	Intercollegiate Athletics - Women's Basketball	3	
	Intercollegiate Athletics - Women's Cross Country	1	
	Intercollegiate Athletics - Women's Lacrosse	1	
AUX	Campus Services	8	
	Parking and Transportation	7	
	Residence Life	16	
	University Dining	3	
	University Housing	6	
	University Stores - Kennesaw	2	
BUS	Coles College of Business - Office of the Dean	3	
	Cox Family Enterprise Center	4	
	Department of Information Systems	5	
	Department of Marketing and Professional Sales	1	
	Executive MBA Programs	2	
	Michael A. Leven School of Management, Entrepreneurship and	14	
СВО	Card Services Office	2	
	Department of Event and Venue Management	17	
	Office of the Chief Business Officer	4	
CIO	University Information Technology Services (UITS)	21	
COM	Office of Strategic Communications and Marketing	8	
CPE	College of Professional Education	3	
CSE	College of Computing and Software Engineering - Computer Sci	1	
	College of Computing and Software Engineering - Information	2	
	College of Computing and Software Engineering - Office of th	11	
CUL	Center for University Learning	1	
EDU	Bagwell College of Education - Office of the Dean	9	
	Department of Educational Leadership	2	
	Department of Elementary and Early Childhood Education	1	
	Department of Inclusive Education	3	
	iTEACH Center	3	
EET	Department of Civil and Construction Engineering	7	
	Department of Engineering Technology	1	
	Department of Mechanical Engineering	5	
	Department of Mechatronics Engineering	4	
	Southern Polytechnic College of Engineering and Engineering	5	
ESE	Enrollment Services - Admissions	1	
	Graduate College - Admissions	1	
FAC	Campus Services - Central Receiving & Distribution	2	
	Division of Facilities Services	2	
	Environmental Health and Safety	10	
	Facilities - Automotive Shop	1	
	Facilities - Design & Construction Services	1	
	Facilities - Heating, Ventilation, and Air Condition (HVAC)	1	
	Facilities - Plant Operations*	5	
	Facilities Dumbing	2	

		۷	Go	ai: 2 Da	ave		
	Facilities - Renovation & Repair Services	4	90		195		
HHS	Department of Exercise Science and Sport Management	3					
	Wellness Center	1					
	Wellstar College of Health and Human Services - Academy for	2					
	Wellstar College of Health and Human Services - Office of th	14					
	WellStar School of Nursing	4					
HRS	Human Resources*	3					
HSS	College of Humanities and Social Sciences - Office of the De	2					
	Department of Foreign Languages	1					
	Department of History and Philosophy	1					
	Department of Interdisciplinary Studies	1					
	Department of Psychological Science	1					
	Department of Social Work and Human Services	3					
	Department of Sociology and Criminal Justice	1					
	Department of Technical Communication & Interactive Design	1					
	School of Communication & Media	6					
	School of Conflict Management, Peacebuilding and Development	1					
	School of Government International Affairs	1					
LAF	Legal Affairs	1					
	Public Safety/Campus Police (Non-Emergencies)	9					
LIB	Department of Public Services	2					
OFS	Office of Fiscal Services	21					
OUT	Outside Constituent	10					
PRE	Internal Audit Department	9					
	Office of the President	3					
RES	Office of Research	38					
SCM	Center for Statistics and Analytical Research	2					
00111	College of Science and Mathematics - Office of the Dean*	14					
	Department of Ecology, Evolution, and Organismal Biology	4					
	Department of Mathematics	3					
	Department of Molecular and Cellular Biology	2					
STA	Center for Young Adult Addiction and Recovery	3					
0177	Dean of Students	1					
	Department of Career Planning and Development	3					
	Department of Sports and Recreation	6					
	Division of Student Affairs	9					
	Health Promotion and Wellness	2					
	Marietta Student Affairs	4					
	Student Life Operations	3					
	Student Recreation and Activities Center	1					
UAD	Office of University Development	3					
UCL	Department of Culinary Sustainability and Hospitality	3					
UCL	Department of First-Year and Transition Studies	4					
	Department of Leadership and Integrative Studies	4					
	Paulding/Dallas Center*	4					
	University College - Office of the Dean	12					

Response Age in Days (Excluding Weekends)



## Procurement Service Level Agreement (SLA)

**Purchasing Inquiry Analysis** Reporting Month: April

Select FY 2020

Select Month April

	Total Inquiries	5	Avg. # Days to Response	Avg. # Days Over/Under SLA Goal
Closed	In Progress	Total	Purchasing	Purchasing
122	2	124	1.2	-0.8

## **Closed Purchasing Inquiries**

AAF	Department Center for Excellence in Teaching and Learning (CETL)	Inquiry Count	
AAF	Office of the Provost and Vice President of Academic Affairs	3	Goal: 2 Day
A C N A			
ACM	Construction Management	1	
ART	College of the Arts - Office of the Dean	1	
AUX	Campus Services	4	
	University Dining	1	
	University Housing	16	
BUS	Coles College of Business - Undergraduate Programs	1	
	Michael A. Leven School of Management, Entrepreneurship and	2	
	School of Accountancy	1	
СВО	Office of the Chief Business Officer	1	
COM	Office of Strategic Communications and Marketing	4	
CPE	College of Professional Education	3	
CSE	College of Computing and Software Engineering - Office of th	1	
	College of Computing and Software Engineering - Software Eng	3	
CUL	Center for University Learning	1	
EDU	Department of Elementary and Early Childhood Education	2	
EET	Department of Computer Engineering	1	
ESE	Academic Testing Services - Kennesaw	1	
	Office of the Vice President for Enrollment Services	1	
FAC	Campus Services - Central Receiving & Distribution	2	
	Facilities - Design & Construction Services	1	
	Facilities - Plant Operations*	1	
HHS	Wellstar College of Health and Human Services - Office of th	3	
HON	Honors College	1	
HSS	College of Humanities and Social Sciences - Office of the De	1	
	Department of English	1	
	School of Communication & Media	1	
	School of Conflict Management, Peacebuilding and Development	1	
	School of Government International Affairs	7	
AF	Public Safety/Campus Police (Non-Emergencies)	1	
DFS	Office of Fiscal Services	27	
DUT	Outside Constituent	11	
PRE	KSU Foundation	1	
	Office of Diversity and Inclusion	1	
SCM	College of Science and Mathematics - Office of the Dean*	1	
	Department of Chemistry and Biochemistry	1	
STA	Department of Career Planning and Development	2	
	Department of Sports and Recreation	2	
	Department of Sports and Recreation Division of Student Affairs	2	
		4	
UAD UCL	Office of University Development University College - Academic Support Initiatives	4	

Response Age in Days (Excluding Weekends)

\* The asterisked Departments above had Purchasing Inquiries which were created in the prior month and closed in April and therefore are being reported in both months. This dashboard is inclusive to all inquiries whether In Progress or Closed during the month of April.