

 KENNESAW STATE
 Procurement Service Level Agreement (SLA)

 U N I V E R S I T Y
 P-Card Inquiry Analysis

Reporting Month: December

Total Inquiries		Avg. # Days to Response	Avg. # Days Over/Under SLA Goal			
Closed	Total	PCard	PCard			
418	418	1.0	G -1.0			

## **Closed PCard Inquiries**

		Inquiry	
DIV	Department	Count	
AAF	Digital Learning Innovation	2	Goal: 2 Days
	Division of Global Affairs	2	
	Museums, Archives, and Rare Books	2	
	Office of the Provost and Vice President of Academic Affairs	3	
ACM	College of Architecture and Construction Management - Office	1	
ART	College of the Arts - Office of the Dean	10	
	Department of Dance	4	
	Department of Theatre and Performance Studies	2	
	Joel A. Katz Music and Entertainment Business Program	1	
	School of Art and Design	6	
	School of Music	10	
ATH	Intercollegiate Athletics	9	
	Intercollegiate Athletics - Compliance	1	
	Intercollegiate Athletics - Men's Basketball	3	
	Intercollegiate Athletics - Softball	1	
	Intercollegiate Athletics - Women's Basketball	1	
	Intercollegiate Athletics - Women's Cross Country	1	
	Intercollegiate Athletics - Women's Tennis	1	
AUX	Campus Services	3	
	Parking and Transportation	5	
	Residence Life	7	
	University Dining	2	
	University Housing	1	
	University Stores - Kennesaw	5	
BUS	Coles College of Business - Office of the Dean	4	
	Cox Family Enterprise Center	1	
	Department of Economics, Finance and Quantitative Analysis	9	
	Department of Information Systems	2	
	Department of Marketing and Professional Sales	2	
СВО	Card Services Center	3	
	Department of Event and Venue Management	10	
	Office of the Chief Business Officer	1	
CIO	University Information Technology Services (UITS)	6	
COM	Office of Strategic Communications and Marketing	1	
CPE	College of Professional Education	5	
CSE	College of Computing and Software Engineering - Computer Sci	1	
	College of Computing and Software Engineering - Information	8	
	College of Computing and Software Engineering - Office of th	2	
	College of Computing and Software Engineering - Software Eng	2	
EDU	Bagwell College of Education - Office of the Dean	11	
	Department of Elementary and Early Childhood Education	1	
	Department of Inclusive Education	2	
	Department of Instructional Technology	3	
	iTEACH Center	3	
EET	Department of Civil and Construction Engineering	2	
	Department of Computer Engineering	6	
	Department of Electrical Engineering	2	
	Department of Engineering Technology	2	
	Department of Mechatronics Engineering	6	
	Department of Systems and Industrial Engineering	2	
	Southern Polytechnic College of Engineering and Engineering	18	
ESE	Cultural and Community Centers	2	
FAC	Environmental Health and Safety	1	
FAC	Facilities - Automotive Shop	3	
	Facilities - Automotive Shop	1	
	Facilities - Heating, Ventilation, and Air Condition (HVAC)	3	
	Facilities - Plant Operations*	5	
		3	

Facilities - Renovation & Repair Services	2		UU U	al: 2 Da				
Facilities - Renovation & Repair Services	3				.,5			
Wellness Center	1							
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Wellstar College of Health and Human Services - Office of th	9							
Human Resources*	3							
College of Humanities and Social Sciences - Office of the De	10							
Department of English	2							
Department of Foreign Languages	5							
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Department of History and Philosophy	1							
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Office of University Development	-							
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University College - Office of the Dean	2							
	Wellstar College of Health and Human Services - Office of th         Human Resources*         College of Humanities and Social Sciences - Office of the De         Department of English         Department of Geography and Anthropology*         Department of Instory and Philosophy         Department of Psychological Science         Department of Psychological Science         Department of Communication & Media         School of Conflict Management, Peacebuilding and Development         School of Conflict Management, Peacebuilding and Development         School of Government International Affairs         Legal Affairs         Public Safety/Campus Police (Non-Emergencies)         KSU Library System         Office of Fiscal Services         Cobb Education Consortium         Internal Audit Department         Office of Research         Center for Statistics and Analytical Research         College of Science and Mathematics - Office of the Dean*         Department of Career Planning and Development         Department of Sports and Recreation         Division of Student Affairs         KSU Student Media         Marietta Student Affairs         Department of Career Planning and Development         Department of Career Planning and Development         Department of Sports and R	Wellstar College of Health and Human Services - Office of thWellstar College of Health and Human Services - Office of thOllege of Humanities and Social Sciences - Office of the DeDepartment of English2Department of Foreign Languages5Department of Geography and Anthropology*1Department of Interdisciplinary Studies1Department of Interdisciplinary Studies1Department of Technical Communication & Interactive Design3School of Communication & Media1School of Conflict Management, Peacebuilding and Development2School of Government International Affairs1Legal Affairs1Public Safety/Campus Police (Non-Emergencies)4KSU Library System1Office of Fiscal Services25Cobb Education Consortium2Office of Institutional Equity1Office of Research2Office of Research2Office of Science and Mathematics - Office of the Dean*16Department of Chemistry and Biochemistry2Department of Statistics and Analytical Sciences1Department of Students7Department of Students7Department of Chemistry and Development22Department of Chemistry and Biochemistry2Department of Students7Departmen	Wellstar College of Health and Human Services - Office of th       9         Human Resources*       3         College of Humanities and Social Sciences - Office of the De       10         Department of English       2         Department of Foreign Languages       5         Department of History and Anthropology*       1         Department of History and Philosophy       1         Department of Foreign Languages       1         Department of Technical Communication & Interactive Design       3         School of Communication & Media       1         School of Government International Affairs       1         Legal Affairs       1         Public Safety/Campus Police (Non-Emergencies)       4         KSU Library System       1         Office of Fiscal Services       25         Cobb Education Consortium       2         Internal Audit Department       1         Office of Institutional Equity       1         Office of Instrutional Equity       1	Wellstar College of Health and Human Services - Academy for       2         Wellstar College of Health and Human Services - Office of th       9         Human Resources*       3         College of Humanities and Social Sciences - Office of the De       10         Department of English       2         Department of Foreign Languages       5         Department of Geography and Anthropology*       1         Department of Interdisciplinary Studies       1         Department of Technical Communication & Interactive Design       3         School of Communication & Media       1         School of Government International Affairs       1         Legal Affairs       1         Public Safety/Campus Police (Non-Emergencies)       4         KSU Library System       1         Office of Fiscal Services       25         Cobb Education Consortium       2         Internal Audit Department       1         Office of The President       2         Office of The President       2         Office of Chepersident of Chemistry and Biochemistry       2         Office of Statistics and Analytical Research       6         College of Science and Mathematics - Office of the Dean*       16         Department of Echology, Evolution, and Organismal Biology <td>Weilstar College of Health and Human Services - Office of th       9         Human Resources*       3         College of Humanities and Social Sciences - Office of the De       10         Department of English       2         Department of Foreign Languages       5         Department of Geography and Anthropology*       1         Department of Interscipilnary Studies       1         Department of Interscipilnary Studies       1         Department of Psychological Science       1         Department of Communication &amp; Interactive Design       3         School of Conflict Management, Peacebuilding and Development       2         School of Conflict Management, Peacebuilding and Development       2         School of Conflict Management, Peacebuilding and Development       2         School of Government International Affairs       1         Legal Affairs       1         Public Safety/Campus Police (Non-Emergencies)       4         KSU Library System       1         Office of Diversity and Inclusion       3         Office of Diversity and Inclusion       3         Office of Research       29         Cothe President       2         Office of Research       29         Center for Statistics and Analytical Research       6</td> <td>Weilstar College of Health and Human Services - 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Office of the Dean*       16         Department of Floreign Languages       1         Office of Science and Mathematics - Office of the Dean*       16         Department of Student Size Analytical Sciences<td>Wellstar College of Health and Human Services - Academy for       2         Wellstar College of Health and Human Services - Office of th       9         Human Resources*       3         College of Humanities and Social Sciences - Office of the De       10         Department of English       2         Department of Foreign Languages       5         Department of Foreign Languages       1         Department of History and Philosophy       1         Department of Foreign Languages       1         Department of Psychological Science       1         Department of Psychological Science       1         Department of Psychological Science       1         School of Communication &amp; Media       1         School of Communication &amp; Media       1         School of Communication &amp; Media       1         School of Government International Affairs       1         Legal Affairs       1         Public Safety/Campus Police (Non-Emergencies)       4         MSU Library System       1         Office of Fiscal Services       25         Cobb Education Consortium       2         Internal Audit Department       1         Office of Research       29         Center for Statistics and Analytical Research       6</td></td>	Weilstar College of Health and Human Services - 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Response Age in Days (Excluding Weekends)



## Procurement Service Level Agreement (SLA)

Purchasing Inquiry Analysis Reporting Month: December

Fiscal YearSelect Month2020December

Total Inquiries		5	Avg. # Days to Response	Avg. # Days Over/Under SLA Goal
Closed	In Progress	Total	Purchasing	Purchasing
96	1	97	3.6	<b>9</b> 1.6

## **Closed Purchasing Inquiries**

DIV	Department	Inquiry Count		
AAF	Division of Global Affairs	1		Goal: 2 Days
	Museums, Archives, and Rare Books	1		
	Office of the Provost and Vice President of Academic Affairs	3		
ACM	Architecture	1		
	Construction Management	1		
ART	School of Music	1		
AUX	Campus Services	4		
	Residence Life	2		
	University Dining	2		
	University Housing	8		
	University Stores - Kennesaw	1		
BUS	Coles College of Business - Office of the Dean	1		
	Coles College of Business - Undergraduate Programs	1		
	Cox Family Enterprise Center	1		
СВО	Department of Event and Venue Management	1		
COM	Office of Strategic Communications and Marketing	1		
CPE	College of Professional Education	6		
EET	Southern Polytechnic College of Engineering and Engineering	1		
ESE	Enrollment Services - Admissions	1		
	Office of the Vice President for Enrollment Services	1		
FAC	Division of Facilities Services	2		
	Environmental Health and Safety	1		
	Facilities - Automotive Shop	1		
	Facilities - Design & Construction Services	3		
HHS	Department of Exercise Science and Sport Management	1		
	Wellstar College of Health and Human Services - Office of th	1		
HSS	Center for Sustainable Journalism	1		
	College of Humanities & Social Sciences - Undergraduate Advi	1		
	College of Humanities and Social Sciences - Office of the De	1		
	Department of Sociology and Criminal Justice	1		
OFS	Office of Fiscal Services	21		
OUT	Outside Constituent	7		
PRE	Office of Diversity and Inclusion	1		
	Office of the President	1		
RES	Office of Research	5		
SCM	Center for Statistics and Analytical Research	1		
	Department of Chemistry and Biochemistry	2		
	Department of Molecular and Cellular Biology	1		
	Department of Physics	1		
STA	Department of Career Planning and Development	1		
	Marietta Student Affairs	2		
UAD	Office of University Development	1		
			0	5 10

Response Age in Days (Excluding Weekends)

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