

## KENNESAW STATE Procurement Service Level Agreement (SLA) UNIVERSITY P-Card Inquiry Applyaic

**Fiscal Year** 2021

Select Month September

Reporting Month: September

Total Inquiries		Avg. # Days to Response	Avg. # Days Over/Under SLA Goal			
Closed	Total	PCard	PCard			
239	239	1.0	G -1.0			

## **Closed PCard Inquiries**

Center for Excellence in Teaching and Learning (CETL)       2         Digital Learning Innovation       1         Museums, Archives, and Rare Books       5         Office of the Provost and Vice President of Academic Affairs       4         ACM       College of Architecture and Construction Management - Office       1         College of Architecture and Construction Management - Office       1       1         ART       College of the Arts - Office of the Dean       9       1         Department of Theatre and Performance Studies       4       1       1         ART       Intercollegiate Athletics - Softball       1       1       1         AUX       Parking and Transportation       1       1       1       1         AUX       Parking and Transportation       1       1       1       1       1         BUS       College of Subjects - Softball       1	DIV	Department	Inquiry Count	
Digital Learning Innovation1Museums, Archives, and Rare Books5Office of the Provost and Vice President of Academic Affairs4ACMCollege of Architecture and Construction Management - Office1Construction Management2Construction Management2College of the Arts - Office of the Dean9Department of Theatre and Performance Studies4School of Music3ATHIntercollegiate Athletics - SoftballMUXersity Housing3University Housing3University Stores - Kennesaw1University Stores - Kennesaw1COUniversity Information Technology Services (UTS)College of Computing and Software Engineering - Office of theCollege of Computing and Software Engineering - InformationCollege of Computing and Software Engineering - Office of thCollege of Computing and Software Engineering - Office of thCollege of Computing and Software Engineering - Office of thCollege of Computing and Software Engineering - Office of thCollege of Computing and Software Engineering - Office of thCollege of Computing and Software Engineering - Office of thEDUTeacher Resource and Activity Center (TRAC)EDUTeacher Resource and Activity Center (TRAC)EETDepartment of Mechanical EngineeringDepartment of Mechanical EngineeringSouthern Polytechnic College of EngineeringSouthern Polytechnic College of EngineeringEEEOffice of the Vice President for E	AAF	Academic Affairs - Academic Advising	1	Goal: 2 Days
Museums, Archives, and Rare Books       5         Office of the Provost and Vice President of Academic Affairs       4         ACM       College of Architecture and Construction Management - Office       1         Construction Management       2       1         College of the Arts - Office of the Dean       9       1         Department of Theetre and Performance Studies       4       1         ART       College of the Arts - Office of the Dean       9       1         ART       Intercollegiate Athletics - Softball       1       1         AUM       Parking and Transportation       1       1       1         Residence Life       10       1       1       1         University Housing       3       1       1       1       1         BUS       Coles College of Business - Office of the Dean       2       1		Center for Excellence in Teaching and Learning (CETL)	2	
Office of the Provost and Vice President of Academic Affairs4ACMCollege of Architecture and Construction Management - Office1Construction Management21College of Architecture and Performance Studies41Department of Theatre and Performance Studies41School of Music31ATHIntercollegiate Athletics - Softball1Intercollegiate Athletics - Softball11Residence Life101University Housing31BUSCollege of Pausiness - Office of the Dean2College of Pausiness - Office of the Dean21BUSCollege of Business - Office of the Dean2College of Pausiness - Office of the Dean21College of Strategic Communications and Marketing11College of Strategic Communications and Marketing11College of Computing and Software Engineering - Computer Sci31College of Computing and Software Engineering - Software Engineering - Information11College of Computing and Software Engineering - Software Engineering11College of Computing and Software Engineering11Department of Mechatrical Engineering11 <t< td=""><td></td><td>Digital Learning Innovation</td><td>1</td><td></td></t<>		Digital Learning Innovation	1	
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CSECollege of Computing and Software Engineering - Computer Sci3College of Computing and Software Engineering - Information1College of Computing and Software Engineering - Office of th4College of Computing and Software Engineering - Software Eng1EDUTeacher Resource and Activity Center (TRAC)1EDUTeacher Resource and Activity Center (TRAC)1EETDepartment of Electrical Engineering5Department of Mechanical Engineering91Department of Systems and Industrial Engineering1Southern Polytechnic College of Engineering and Engineering14ESEOffice of the Vice President for Enrollment Services3FACDivision of Facilities Services1	СОМ	Office of Strategic Communications and Marketing	1	
College of Computing and Software Engineering - Information1College of Computing and Software Engineering - Office of th4College of Computing and Software Engineering - Software Eng1EDUTeacher Resource and Activity Center (TRAC)1EETDepartment of Electrical Engineering5Department of Mechanical Engineering14Department of Mechanical Engineering9Department of Systems and Industrial Engineering1ESEOffice of the Vice President for Enrollment Services3FACDivision of Facilities Services1	CPE	College of Professional Education	3	
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College of Computing and Software Engineering - Software Eng1EDUTeacher Resource and Activity Center (TRAC)1EETDepartment of Electrical Engineering5Department of Mechanical Engineering14Department of Mechanical Engineering9Department of Systems and Industrial Engineering1Southern Polytechnic College of Engineering and Engineering14ESEOffice of the Vice President for Enrollment Services3FACDivision of Facilities Services1		College of Computing and Software Engineering - Information	1	
EDU Teacher Resource and Activity Center (TRAC) 1 1 EET Department of Electrical Engineering 5 2 Department of Mechanical Engineering 14 2 Department of Mechatronics Engineering 9 2 Department of Systems and Industrial Engineering 14 2 Southern Polytechnic College of Engineering and Engineering 14 2 ESE Office of the Vice President for Enrollment Services 3 FAC Division of Facilities Services 1		College of Computing and Software Engineering - Office of th	4	
EETDepartment of Electrical Engineering5Department of Mechanical Engineering14Department of Mechatronics Engineering9Department of Systems and Industrial Engineering1Southern Polytechnic College of Engineering and Engineering14ESEOffice of the Vice President for Enrollment Services3FACDivision of Facilities Services1		College of Computing and Software Engineering - Software Eng	1	
Pepartment of Mechanical Engineering       14         Department of Mechanical Engineering       9         Department of Systems and Industrial Engineering       1         Southern Polytechnic College of Engineering and Engineering       14         ESE       Office of the Vice President for Enrollment Services       3         FAC       Division of Facilities Services       1	EDU	Teacher Resource and Activity Center (TRAC)	1	
Department of Mechatronics Engineering       9         Department of Systems and Industrial Engineering       1         Southern Polytechnic College of Engineering and Engineering       14         ESE       Office of the Vice President for Enrollment Services       3         FAC       Division of Facilities Services       1	EET	Department of Electrical Engineering	5	
Department of Systems and Industrial Engineering       1         Southern Polytechnic College of Engineering and Engineering       14         ESE       Office of the Vice President for Enrollment Services       3         FAC       Division of Facilities Services       1		Department of Mechanical Engineering	14	
Southern Polytechnic College of Engineering and Engineering       14         ESE       Office of the Vice President for Enrollment Services       3         FAC       Division of Facilities Services       1		Department of Mechatronics Engineering	9	
ESE Office of the Vice President for Enrollment Services 3 FAC Division of Facilities Services 1		Department of Systems and Industrial Engineering	1	
FAC Division of Facilities Services 1		Southern Polytechnic College of Engineering and Engineering	14	
	ESE	Office of the Vice President for Enrollment Services	3	
Environmental Health and Safety 6	FAC	Division of Facilities Services	1	
		Environmental Health and Safety	6	

	Facilities - Automotive Shop	1		Go	al: 2 Da	iys			
	Facilities - Plant Operations*	1							
	Facilities - Plumbing	1							
HHS	WellStar College Advising Center	4							
	Wellstar College of Health and Human Services - Office of th	4							
	WellStar School of Nursing	2							
HRS	Human Resources*	6							
HSS	College of Humanities and Social Sciences - Office of the De	3							
	Department of English	2							
	Department of Psychological Science	1							
	Department of Sociology and Criminal Justice	4							
	School of Communication & Media	4							
	School of Government International Affairs	3							
	Writing Center	1							
LAF	Public Safety/Campus Police (Non-Emergencies)	4							
OFS	Office of Fiscal Services	25							
OUT	Outside Constituent	8							
PRE	Office of Diversity and Inclusion	2							
	Office of the President	4							
RES	Office of Research	12							
SCM	College of Science and Mathematics - Office of the Dean*	7							
	Department of Mathematics	2							
STA	Center for Young Adult Addiction and Recovery	3							
	Division of Student Affairs	2							
	Health Promotion and Wellness	2							
	Marietta Student Affairs	5							
	Student Life Operations	3							
			0	2	4	6	8	10	12

Response Age in Days (Excluding Weekends)



## Procurement Service Level Agreement (SLA)

Purchasing Inquiry Analysis Reporting Month: September

Fiscal Year 2021 Select Month September

Total Inquiries		5	Avg. # Days to Response	Avg. # Days Over/Under SLA Goal			
Closed	In Progress	Total	Purchasing	Purchasing			
73	4	77	2.3	<b>O</b> .3			

## **Closed Purchasing Inquiries**

DIV	Department	Inquiry Count		
AAF	Office of the Provost and Vice President of Academic Affairs	1	1	Goal: 2 Days
ACM	College of Architecture and Construction Management - Office	1		4
ART	College of the Arts - Office of the Dean	1		3
	School of Music	1	1	
AUX	Campus Services	3		2
	University Dining	2	2	
	University Housing	23		3
BUS	Coles College of Business - Office of the Dean	1	1	
СВО	Card Services Office	1	1	
	Department of Event and Venue Management	2		2
CIO	University Information Technology Services (UITS)	1	1	
CPE	College of Professional Education	2	1	
EDU	Department of Instructional Technology	1	1	
EET	Southern Polytechnic College of Engineering and Engineering	1	1	
FAC	Facilities - Design & Construction Services	1		2
HHS	Wellstar College of Health and Human Services - Office of th	4		2
HSS	Department of Interdisciplinary Studies	1		4
	School of Conflict Management, Peacebuilding and Development	1		3
OFS	Office of Fiscal Services	14		2
OUT	Outside Constituent	4		2
RES	Office of Research	2		2
STA	Department of Sports and Recreation	3		3
	Division of Student Affairs	1	1	
	Marietta Student Affairs	1		2
		0	)	-

Response Age in Days (Excluding Weekends)

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