

Office of Finance - Administration & Reporting

Office or Department of Fiscal Affairs

Administrative Unit Assessment

Year Reporting: FY 20 (July 2019-July 2020)

Department and Assessment Report Information

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Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next

Objective 2

Objective 3

Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.

The Office of Finance - Reporting & Administration (Procurement Office) will ensure that 100% of P-Card holders and approvers attend training and ePro training is provided to users at least two times on the Macon Campus and two times on the Cochran Campus.

Objective 3: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)

Training sign-in sheets

Objective 4

Future Plans

Please identify and detail three to four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples. 1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department of X will provide training in ABC for at least 73 MGA faculty and staff.

Objective 1 - The Office of Finance - Reporting & Administration (Bursar's Office) will implement the "auto-refunding" process in Banner so that financial aid refunds can be delivered three days in (us)-2 -3 (d).5 (

