



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

Closed PCard Inquiries

DIV	Department	Inquiry Count	
AAF	Academic Affairs - Academic Advising	1	Goal: 2 Days
	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	
	Construction Management	2	
ART	College of the Arts - Office of the Dean	9	
	Department of Theatre and Performance Studies	4	
	School of Music	3	
ATH	Intercollegiate Athletics - Softball	1	
AUX	Parking and Transportation	1	
	Residence Life	10	
	University Housing	3	
	University Stores - Kennesaw	1	
BUS	Coles College of Business - Office of the Dean	2	
CBO	Department of Event and Venue Management	4	
CIO	University Information Technology Services (UITS)	2	
COM	Office of Strategic Communications and Marketing	1	
CPE	College of Professional Education	3	
CSE	College of Computing and Software Engineering - Computer Sci	3	
	College of Computing and Software Engineering - Information	1	
	College of Computing and Software Engineering - Office of th	4	
	College of Computing and Software Engineering - Software Eng	1	
EDU	Teacher Resource and Activity Center (TRAC)	1	
EET	Department of Electrical Engineering	5	
	Department of Mechanical Engineering	14	
	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	
	Environmental Health and Safety	6	





Procurement Service Level Agreement (SLA)
 Purchasing Inquiry Analysis
 Reporting Month: September

Fiscal Year 2021
 Select Month September

Total Inquiries			Avg. # Days to Response		Avg. # Days Over/Under SLA Goal	
Closed	In Progress	Total	Purchasing		Purchasing	
73	4	77	2.3		➔	0.3

Closed Purchasing Inquiries

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

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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.