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From: **Ramona Buckner** <[rbuckner@carlalbert.edu](mailto:rbuckner@carlalbert.edu)>

Date: Mon, May 14, 2012 at 8:28 AM

Subject: HLC information

To: Cherish Harris <[csharris@carlalbert.edu](mailto:csharris@carlalbert.edu)>

Cherish—

I have added some comments in blue to the information below. I hope I have addressed all of your questions adequately. Please let me know if you need more information!

I am working on gathering information for HLC Criterion II: Integrity. I am working on the financial portion of sub component 2-B: The institution has and follows an array of established policies sufficient to carry out its financial, academic, personnel, and auxiliary functions ethically. Would you mind to answer a few questions for me please?

\*What is a strength of the college's Purchase Order process?

\*What is a weakness of the college's Purchase Order process?

\* How can we improve this weakness?

\*Where is there information available to support these strengths and weaknesses?

I've also included the blurb that I have now for the Purchasing process. Please feel free to make suggestions for change. Thanks so much!

· Purchasing Process: For purchases, CASC has a Purchase Order process. The institution follows state guidelines as outlined in the Office of State Finance Procedures Manual. Adherence to state regulations is closely monitored by Office of State Finance (OSF) through an annual audit of purchasing procedures and activities. Any suggestions or irregularities noted by OSF are discussed with the Business Office staff and implemented immediately. In addition, an internal auditor has been engaged by the college to perform internal investigations of all purchasing procedures and transactions. Recommendations for changes in the current practice are made to the CASC Board of Regents and implemented by the Business Office. Finally, an external audit firm conducts an annual audit to ensure CASC is following state and federal guidelines for all purchases.

*Specific Strength: The PO process is now online. This makes spending institutional funds much more efficient and streamlined by sending purchase orders electronically to authorizing personnel rather than sending paper copies through campus mail. Budget restrictions built into the electronic system ensure departmental overspending is avoided.*

*Specific Concern: Although we have a new Purchase Order process, some departments on campus still use the old system. This means that there are two different systems being used in purchase orders. Cherish, by the time this goes to the visiting team, the electronic requisition process should be fully implemented. I would list the concern as the need for ongoing training as new employees come to the college and are required to use this requisition system.*

*The above information was obtained through emails with Ramona Buckner, Vice President for Business Operations and (where is this information located)? Cherish, I am not sure what kind of information you are looking for. I have manuals for users who are learning the system but that doesn't seem like something that should be included as evidence. You may want to reference the CASC Policy and Procedures Manual that outlines the college's purchasing policies. I have attached that section of the policy manual to this email for you to review.*

*Specific Recommendation for Improvement: Have all departments use the same process or offer an explanation for having two different means of submitting purchase orders. Again, I would address the need for ongoing training by stating that new employees can contact Business Office personnel for individual training on the system.*

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