

ADVISORY GROUP ON Civil Service and Employee Benefits

PROPOSAL #: AGCS # 13

SUBJECT: Public Service Commission

DATE ADOPTED BY ADVISORY GROUP: October 27, 2009

COMMISSION ACTION: \_\_\_\_\_

DATE: \_\_\_\_\_

**RECOMMENDATION:** Use one purchasing source with all purchase orders are issued from one central location. Make efforts to buy in bulk and maintain an adequate inventory of supplies and equipment. Implement a requisition system for issuance statewide.

<b>Summary Description/Nature of Change</b>	<b>Key/Implementation Responsibilities</b>	<b>Need</b>	<b>Action Needed</b>	<b>Benefit/Saving</b>	<b>Done/ Study</b>
Use one purchasing source, all purchase orders are issued from one central location. Every effort is taken to buy in bulk and an adequate inventory of supplies and equipment is maintained. A requisition system for issuance of statewide has been implemented.	Implementation headed by Management and Finance Division with Commission wide participation.	The need for a comprehensive review of costs which could be reduced or eliminated; resulted in implementation of requisition system.	This action was put into effect by internal review and implementation.	\$13,577	done