

ADVISORY GROUP ON Civil Service and Employee Benefits **PROPOSAL #:** AGCS # 13
SUBJECT: Public Service Commission **DATE ADOPTED BY ADVISORY GROUP:** November 16, 2009
COMMISSION ACTION: ADOPTED **DATE:** November 17, 2009 **RECOMMENDATION #:** 120

RECOMMENDATION: The Public Service Commission should use one purchasing source with all purchase orders issued from a central location; additionally the agency should make efforts to buy in bulk, maintain an adequate inventory of supplies and equipment, and implement a requisition system for issuance statewide.

Summary Description/Nature of Change	Key/Implementation Responsibilities	Need	Action Needed	Benefit/Saving	Done/ Study
Using 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 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 the agency through internal review and implementation.	\$13,577 estimated by agency.	