KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

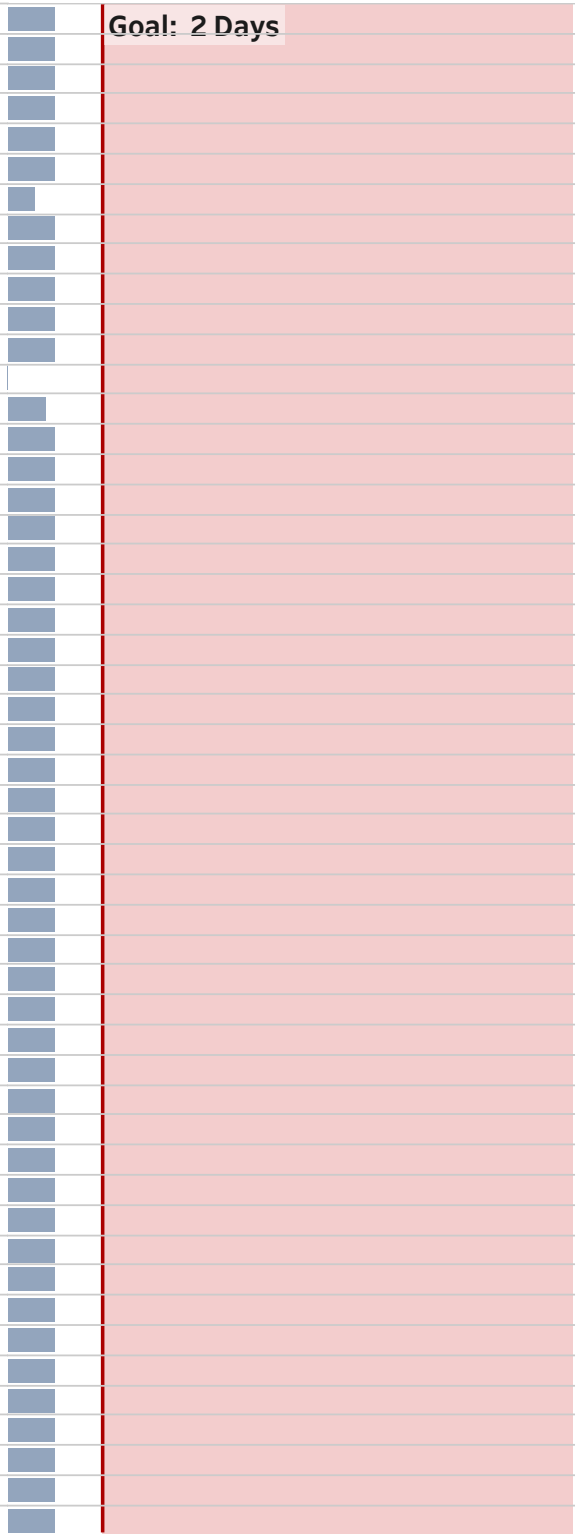
Procurement Service Level Agreement (SLA)
P-Card Inquiry Analysis
Reporting Month: August

Fiscal Year	Select Month
2021	August

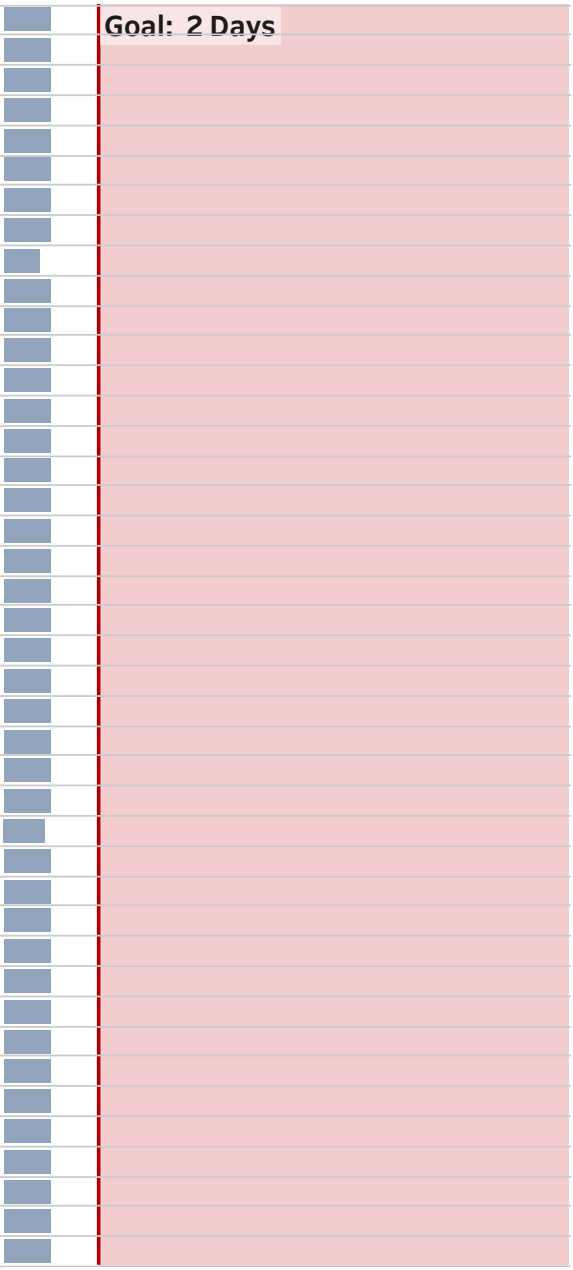
Total Inquiries		Avg. # Days to Response	Avg. # Days Over/Under SLA Goal
Closed	Total	PCard	PCard
475	475	1.0	-1.0

Closed PCard Inquiries

DIV	Department	Inquiry Count
AAF	Academic Affairs - Curriculum & General Education	3
	Center for Excellence in Teaching and Learning (CETL)	2
	Digital Learning Innovation	3
	Division of Global Affairs	5
	Museums, Archives, and Rare Books	3
	Office of the Provost and Vice President of Academic Affairs	10
ACM	Architecture	9
	College of Architecture and Construction Management - Office	5
	Construction Management	3
ART	College of the Arts - Office of the Dean	3
	Department of Dance	4
	Department of Theatre and Performance Studies	1
	School of Art and Design	1
	School of Music	9
ATH	Intercollegiate Athletics	10
	Intercollegiate Athletics - Baseball	1
	Intercollegiate Athletics - Men's Basketball	3
	Intercollegiate Athletics - Men's Tennis	1
	Intercollegiate Athletics - Women's Cross Country	1
AUX	Campus Services	6
	Residence Life	6
	University Dining	4
	University Housing	5
	University Stores - Kennesaw	5
BUS	Coles College of Business - Office of the Dean	11
	Cox Family Enterprise Center	1
	Department of Economics, Finance and Quantitative Analysis	7
	Dinos Eminent Scholar Chair of Private Enterprise	1
	Michael A. Leven School of Management, Entrepreneurship and	2
	Small Business Development Center	2
CBO	Department of Event and Venue Management	11
CIO	University Information Technology Services (UITS)	12
COM	Office of Strategic Communications and Marketing	1
CSE	College of Computing and Software Engineering - Computer Sci	2
	College of Computing and Software Engineering - Information	2
	College of Computing and Software Engineering - Office of th	1
	College of Computing and Software Engineering - Software Eng	1
CUL	Center for University Learning	1
EDU	Bagwell College of Education - Office of the Dean	15
	Department of Educational Leadership	1
	Department of Elementary and Early Childhood Education	6
	Department of Instructional Technology	1
	Department of Secondary and Middle Grades Education	2
	iTEACH Center	6
EET	Department of Civil and Construction Engineering	1
	Department of Electrical Engineering	5
	Department of Mechatronics Engineering	11
	Department of Systems and Industrial Engineering	1
	Southern Polytechnic College of Engineering and Engineering	9
ESE	Cultural and Community Centers	6
	Office of the Vice President for Enrollment Services	1



FAC	Campus Services - Central Receiving & Distribution	5	
	Environmental Health and Safety	5	
	Facilities - Building Services	1	
	Facilities - Plant Operations*	3	
	Facilities - Plumbing	2	
HHS	Department of Health Promotion and Physical Education	1	
	Wellstar College of Health and Human Services - Office of th	10	
	WellStar School of Nursing	8	
HRS	Human Resources*	8	
HSS	College of Humanities and Social Sciences - Office of the De	13	
	Department of English	3	
	Department of Foreign Languages	3	
	Department of Interdisciplinary Studies	8	
	Department of Psychological Science	1	
	Department of Social Work and Human Services	1	
	Department of Sociology and Criminal Justice	2	
	Department of Technical Communication & Interactive Design	1	
	School of Conflict Management, Peacebuilding and Development	1	
	School of Government International Affairs	1	
LAF	Legal Affairs	3	
	Public Safety/Campus Police (Non-Emergencies)	10	
LIB	Department of Public Services	2	
OFS	Office of Fiscal Services	46	
OUT	Outside Constituent	6	
PRE	Internal Audit Department	1	
	Office of Diversity and Inclusion	2	
	Office of Institutional Equity	2	
	Office of the President	14	
RES	Office of Research	31	
SCM	College of Science and Mathematics - Office of the Dean*	9	
	Department of Chemistry and Biochemistry	6	
	Department of Mathematics	3	
	Department of Statistics and Analytical Sciences	6	
STA	Center for Young Adult Addiction and Recovery	11	
	Department of Sports and Recreation	3	
	Division of Student Affairs	3	
	Health Promotion and Wellness	2	
	Marietta Student Affairs	8	
	Student Life Operations	2	
	Student Recreation and Activities Center	2	
UAD	Office of University Development	1	
UCL	Paulding/Dallas Center*	2	



KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

Procurement Service Level Agreement (SLA)
Purchasing Inquiry Analysis

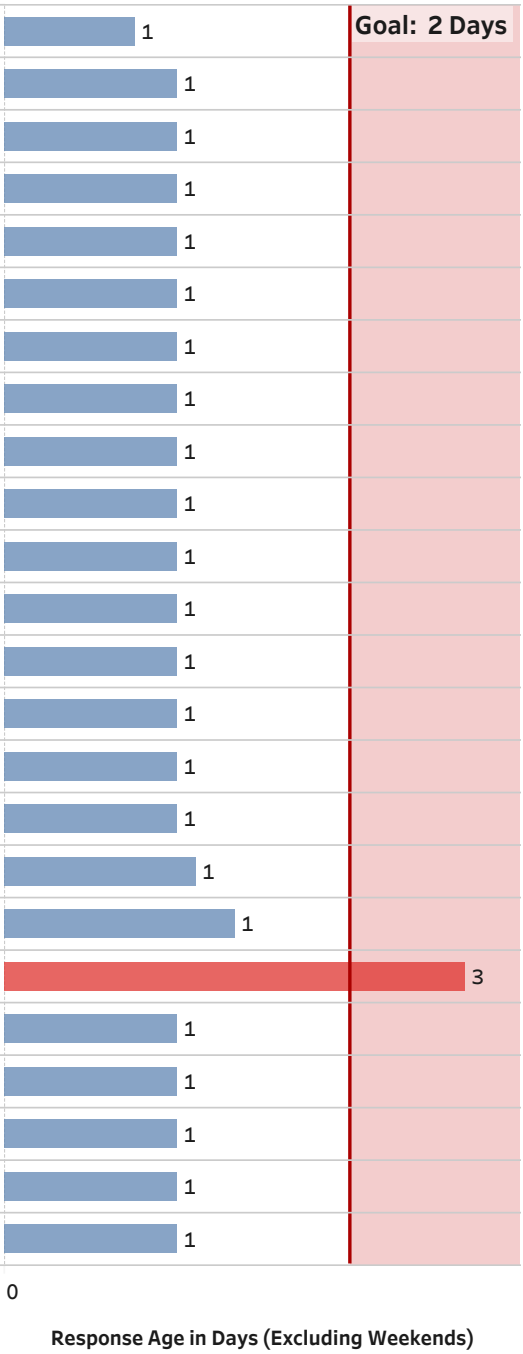
Reporting Month: August

Fiscal Year	Select Month
2021	August

Total Inquiries			Avg. # Days to Response	Avg. # Days Over/Under SLA Goal
Closed	In Progress	Total	Purchasing	Purchasing
58	3	61	1.1	-0.9

Closed Purchasing Inquiries

DIV	Department	Inquiry Count
ACM	Construction Management	8
ART	Department of Dance	2
	School of Music	1
AUX	University Housing	7
	University Stores - Kennesaw	1
BUS	Department of Economics, Finance and Quantitative Analysis	1
CBO	Card Services Office	1
COM	Office of Strategic Communications and Marketing	2
CPE	College of Professional Education	1
CSE	College of Computing and Software Engineering - Office of th	2
	College of Computing and Software Engineering - Software Eng	1
EET	Southern Polytechnic College of Engineering and Engineering	2
FAC	Environmental Health and Safety	1
HHS	Wellstar College of Health and Human Services - Office of th	1
HON	Honors College	1
HRS	Human Resources*	1
OFS	Office of Fiscal Services	9
OUT	Outside Constituent	3
RES	Office of Research	3
SCM	College of Science and Mathematics - Office of the Dean*	3
	Department of Mathematics	1
STA	Department of Sports and Recreation	3
	Marietta Student Affairs	2
UCL	Paulding/Dallas Center*	1



* The asterisked Departments above had Purchasing Inquiries which were created in the prior month and closed in August and therefore are being reported in both months. This dashboard is inclusive to all inquiries whether In Progress or Closed during the month of August.