DRAFT

Office of Student Life
Fiscal Service Center Status Report
Fiscal Year 2013 – 1st Quarter
As of September 30, 2012
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</tbody>
</table>
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Office of Student Life
Fiscal Service Center
Notes
Purpose: To track and communicate the processing status of the Student Life fiscal service center.
The below notes are used to explain a number of the key assumptions and calculations used throughout the status information.

NOTES
1. eRequest Data Analysis begins 1/1/2012
   For fiscal year 2013, all Student Life eRequests had been "completed" as of 1/1/2012, and therefore, only eRequest transactions dated on or after 1/1/2012 are being analyzed for the fiscal year.

2. "Standard" eRequests
   The attached analysis is based on "Standard" eRequests submitted and approved by unit-level staff members. The term "Standard" refers to any purchase requests that typically are made using purchase orders. It is important to recognize that once the approved standard request is received at the service center, the service center makes the determination as to if an internal order or a purchasing card would be the best approach for making the purchase. The service center cannot currently change the request from being a standard request to an internal order or purchasing card; however, if the purchase is changed to be made via purchasing card or internal order, then this is recorded in the "Disposition" field/category by the service center.

3. Day Aging Calculations are Inaccurate
   Aging is calculated by using a Microsoft Access program that excludes weekends and holidays. The calculation is inaccurate because it overstates the number of days. For example, if a transaction is submitted at 8:00AM on day 1 and the final unit approval is completed at 9:00AM that same day, instead of recognizing that the approval took 1 hour, it is recorded as 1 day. The same applies for the day calculations from unit approval to service center completion. Because of this inaccuracy, the "days" should be used for trend analysis and should not be considered as actual processing days.

4. Aging - Excludes "Standard" filled via Purchasing Card
   The number of purchases recorded in the aging categories exclude "standard" eRequests that were fulfilled using a purchasing card. (see above note #2)

5. eRequest Activity Status Codes/Descriptions
   NEW
   The request has been submitted to unit approvers.
   Approved
   The request has received unit-level final approval and is now awaiting service center action.
   In_Process
   Service Center Senior Buyers or Assoc. Director have reviewed the transaction and assigned it to service center staff for processing.
   Additional_Info
   The request is waiting for additional information from the unit in order for the transaction to be processed.
   Vendor_Setup
   The service center is working with the unit, vendor, and with University Purchasing to coordinate the set-up of the vendor in the PeopleSoft system.
   Pending_Completion
   The requisition or purchase order is waiting on Student Life Senior Buyer or Associate Director to review and approve in PeopleSoft.
   Complete
   The service center is complete with it's processing. Generally the direct-line purchase order has been generated or the transaction is awaiting University Purchasing to complete the requisition/purchase order.
   Dispatched
   The service center Senior Buyer or Associate Director has reviewed the requisition or purchase order and approved the order in PeopleSoft. The order is ready for the buyer to notify the unit of its completion and awaits dispatching if necessary.
6 Aging Calculations for Policy Exceptions
The eRequest data identifies purchase requests that are policy exceptions. Because additional processing time is outside of the control of the service center, all standard purchase eRequests designated as having policy exceptions are isolated from the other standard purchase eRequests. By isolating these exception transactions, separate agings for these transactions are able to be calculated and presented. By separating the policy expenditure process days, this helps the service center focus on processes for which it controls.

7 Aging Calculations for Additional Information
The eRequest data does not identify days waiting for additional information from the unit, vendor, purchasing, etc. Because additional processing time generally is outside of the control of the service center, we have established general procedures to isolate these requests. To isolate the eRequests for which the service center is awaiting additional information, we identify eRequests that have been awaiting additional information for 2 or more days and record the PR# in a table that is later used to isolate and calculate agings, similar to the policy exception process identified above. By separating the additional information waiting days, this helps the service center focus on processes for which it controls.
Office of Student Life
Fiscal Service Center
Scorecard
Office of Student Life  
Fiscal Service Center  
SCORECARD  
As of September 30, 2012

### 1. Enhance Learning Environments (SL Strategic Goal)

| Student Assistance Program ** | Percent of Student Positions Filled | 100.0% | GREEN |

### 2. Provide Support for Transformational Student Experiences (SL Strategic Goal)

| Purchasing Timeliness ** | Average Fiscal Year Svc Ctr Days | 3.08 | Yellow |

### FSS Strategic Goal #3: Timely Purchases

#### Transaction Processing Support

<table>
<thead>
<tr>
<th>FY Purchase Transactions:</th>
<th>FYTD 2012</th>
<th>FYTD 2013</th>
<th>Chg</th>
<th>% Chg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Orders</td>
<td>2,013</td>
<td>1,610</td>
<td>-403</td>
<td>-20.0%</td>
</tr>
<tr>
<td>Requisitions</td>
<td>920</td>
<td>1,422</td>
<td>502</td>
<td>54.6%</td>
</tr>
<tr>
<td>Pcard</td>
<td>1,108</td>
<td>1,496</td>
<td>388</td>
<td>35.0%</td>
</tr>
<tr>
<td>Total</td>
<td>4,041</td>
<td>4,528</td>
<td>487</td>
<td>12.1%</td>
</tr>
</tbody>
</table>

| Invoices/Vouchers Paid   | 13,568    | 15,964    | 2,396| 17.7% |

Reduction primarily due to closing two dining operations (Lane Ave & Baker) in FY12.

| Journal Entry Lines      | 65,458    | 78,111    | 12,653| 19.3% |

Chartfield change corrections & greater detail for operations.

| FSS-Entered Journal Lines| 17,121    | 24,777    | 7,656 | 44.7% |

Chartfield change corrections & greater detail for operations.

| Cash Deposits            | 4,999     | 7,219     | 2,220 | 44.4% |

### 3. Positive Climates of Diversity (SL Strategic Goal)

| Number of Minority Business/EDGE Vendors Used ** | MBE Goal: 43 | 30 | RED |

### 4. Reinforce Resource Stewardship (SL Strategic Goal)

| FSS Operating Budget to Actual Expenses ** | Stayed Within Budget | GREEN |

| % Purchase Orders from Contracts ** | Purchase Order thru Contract Goal = 40% | 48.6% | GREEN |

### FSS Strategic Goal #1: Cost Savings through Volume-based Purchases

#### Reconciliation Findings/Results **

FSS Strategic Goal #4: Mitigate Financial Risk-Based Errors or Irregularities

As of the end of the 1st Quarter, by process design, there is insufficient information to complete an assessment of our reconciliation findings.

### 5. Strengthen Staff Development and Culture (SL Strategic Goal)

| FSS Required Training Completion Status ** | 97.0% | GREEN |

| FSS Strategic Objective #2: FSS Staff Demonstrate Appropriate Technical Expertise |

### Fiscal Support Services (FSS) Support Infrastructure

| Service Center Staffing ** | 100.0% | GREEN |

| Business Continuity Plan - Plan Signoff | < 6 Mths | GREEN |

| Business Continuity Plan - Exercise | < 1 Yr | GREEN |

** = See Service Center Key Performance Indicators for Additional Information
DRAFT

Office of Student Life
Fiscal Service Center
Key Performance Indicators
Total Service Center Staffing

<table>
<thead>
<tr>
<th>Team</th>
<th>Plan</th>
<th>Filled</th>
<th>Vacant</th>
<th>% Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>100.0%</td>
</tr>
<tr>
<td>Records</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>100.0%</td>
</tr>
<tr>
<td>Accounting</td>
<td>9</td>
<td>9</td>
<td>0</td>
<td>100.0%</td>
</tr>
<tr>
<td>Procurement</td>
<td>12</td>
<td>12</td>
<td>0</td>
<td>100.0%</td>
</tr>
<tr>
<td>Controls</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>29</td>
<td>29</td>
<td>0</td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

Criteria: >= 90% = "Green"; >=75% and < 90% = "Yellow"; and <75% = "Red"

Staff Changes for FY Quarter:

<table>
<thead>
<tr>
<th>Team</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>None</td>
</tr>
<tr>
<td>Procurement</td>
<td>None</td>
</tr>
<tr>
<td>Internal Controls</td>
<td>None</td>
</tr>
</tbody>
</table>

Student Staff Members by Team

<table>
<thead>
<tr>
<th>Team</th>
<th>Percent of Student Assistants Positions Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>100.0%</td>
</tr>
<tr>
<td>Procurement</td>
<td>100.0%</td>
</tr>
<tr>
<td>Internal Controls</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

Required Training Status by Team

<table>
<thead>
<tr>
<th>Team</th>
<th>Required Training Status by Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>100.0%</td>
</tr>
<tr>
<td>Records</td>
<td>100.0%</td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>Procurement</td>
<td></td>
</tr>
<tr>
<td>Internal Controls</td>
<td></td>
</tr>
</tbody>
</table>

Strategic Objective #2: FSS will maintain at least a 90% completion rate for required training.

Purpose: FSS will demonstrate appropriate technical expertise to perform assigned responsibilities.

<table>
<thead>
<tr>
<th>Team</th>
<th># Staff</th>
<th>Required</th>
<th>Completed</th>
<th>% Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>1</td>
<td>8</td>
<td>8</td>
<td>100.0%</td>
</tr>
<tr>
<td>Records</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>100.0%</td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountants</td>
<td>6</td>
<td>90</td>
<td>86</td>
<td>95.6%</td>
</tr>
<tr>
<td>Depositors</td>
<td>3</td>
<td>10</td>
<td>8</td>
<td>80.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9</td>
<td>100</td>
<td>94</td>
<td>94.0%</td>
</tr>
<tr>
<td>Procurement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accts Payable</td>
<td>3</td>
<td>24</td>
<td>23</td>
<td>95.8%</td>
</tr>
<tr>
<td>Buyers</td>
<td>9</td>
<td>175</td>
<td>172</td>
<td>98.3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12</td>
<td>199</td>
<td>195</td>
<td>98.0%</td>
</tr>
</tbody>
</table>

Criteria: >= 90% = "Green"; >=75% and < 90% = "Yellow"; and <75% = "Red"

For FY 2013, the number of required classes was reduced to be consistent with university required/recommended training as identified by the University Controller's Office.
## Key Performance Indicators As of September 30, 2012

### Purchasing Timeliness for Fiscal Year

<table>
<thead>
<tr>
<th>Month</th>
<th>Volume</th>
<th>Svc Ctr Avg Days</th>
<th>Extended Days</th>
<th>Weighted Avg Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>395</td>
<td>3.34</td>
<td>1,319.30</td>
<td>3.34</td>
</tr>
<tr>
<td>Aug</td>
<td>499</td>
<td>3.05</td>
<td>1,521.95</td>
<td>3.05</td>
</tr>
<tr>
<td>Sep</td>
<td>315</td>
<td>2.80</td>
<td>882.00</td>
<td>2.80</td>
</tr>
<tr>
<td>Oct</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Nov</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Dec</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Jan</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Feb</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Mar</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Apr</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>May</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Jun</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

FY Total Count: 1,209

3,723.25

### Number of MBE/EDGE Vendors Used

- Actual Achieved: 30
  - Status: RED

### Strategic Goal #3: Positive Climates of Diversity

**Purpose:** Continue providing opportunities for certified vendors to succeed and for resources to be used to invest in their success which significantly impacts our local communities.

<table>
<thead>
<tr>
<th>FY Quarter End</th>
<th>FY2012 Goal</th>
<th>Actual</th>
<th>FY2013 Goal</th>
<th>Actual</th>
<th>FY2013 Goal</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Baseline</td>
<td>42</td>
<td>43</td>
<td>30</td>
<td>45</td>
<td>0</td>
</tr>
<tr>
<td>December</td>
<td>Baseline</td>
<td>45</td>
<td>47</td>
<td>0</td>
<td>50</td>
<td>0</td>
</tr>
<tr>
<td>March</td>
<td>Baseline</td>
<td>49</td>
<td>52</td>
<td>0</td>
<td>55</td>
<td>0</td>
</tr>
<tr>
<td>June</td>
<td>Baseline</td>
<td>51</td>
<td>55</td>
<td>0</td>
<td>60</td>
<td>0</td>
</tr>
</tbody>
</table>

Achieve Goal = "Green"; Goal less than 2% off = "Yellow"; Goal greater than 4% off = "Red"

### Percent of Purchase Orders from Contracts

- Percent Achieved: 48.6%
  - Status: Green

**Purpose:** Create additional cost savings for Student Life operations through volume-based purchases.

<table>
<thead>
<tr>
<th>FY Quarter End</th>
<th>FY2011 Goal</th>
<th>Actual</th>
<th>FY2012 Goal</th>
<th>Actual</th>
<th>FY2013 Goal</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>30.0%</td>
<td>29.7%</td>
<td>35.0%</td>
<td>37.4%</td>
<td>40.0%</td>
<td>48.6%</td>
</tr>
<tr>
<td>December</td>
<td>33.0%</td>
<td>33.5%</td>
<td>44.0%</td>
<td>44.2%</td>
<td>50.0%</td>
<td>N/A</td>
</tr>
<tr>
<td>March</td>
<td>37.0%</td>
<td>37.7%</td>
<td>48.0%</td>
<td>48.9%</td>
<td>55.0%</td>
<td>N/A</td>
</tr>
<tr>
<td>June</td>
<td>40.0%</td>
<td>41.0%</td>
<td>50.0%</td>
<td>50.0%</td>
<td>60.0%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Achieve Goal = "Green"; Goal less than 2% off = "Yellow"; Goal greater than 4% off = "Red"
Key Performance Indicators
As of September 30, 2012

**Percent of Shipments To Central Receiving**
Percent Achieved: 77.5%
Status: Green

**Percent of Shipments From Central Receiving**
Percent Achieved: 92.3%
Status: Green

**Purpose:** Minimize risks of traffic-related accidents and other traffic issues on campus caused by vendor deliveries and trucks, reduce campus environmental issues associated with vendor deliveries, potentially reduce overall delivery costs by vendors consolidating shipments and reducing their delivery costs, and provide central receiving data to permit the automation of invoice processing.

<table>
<thead>
<tr>
<th>Actual FY2012</th>
<th>Actual FY13 thru Qtr 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential PO Line Shipments to Central Receiving</td>
<td>14,199</td>
</tr>
<tr>
<td>Exclude eStores Purchases</td>
<td>8,243</td>
</tr>
<tr>
<td>Remaining Total</td>
<td>5,956</td>
</tr>
<tr>
<td>Vendor Shipments to Central Receiving</td>
<td>262</td>
</tr>
<tr>
<td>% Vendor Shipments to Central Receiving</td>
<td>4.4%</td>
</tr>
<tr>
<td>% Student Life Shipments from Central Receiving</td>
<td>59.9%</td>
</tr>
</tbody>
</table>

Achieve Goal = "Green"; Goal less than 2% off = "Yellow"; Goal greater than 4% off = "Red"

**Expenditure Policy Exceptions**
Expenditure Goal < 3%: 1.2% Green

**Travel Policy Exceptions**
Travel Goal < 5%: 0.9% Green

**FSS Operating Budget to Actual Expenses**
Stayed within Budget: Green

<table>
<thead>
<tr>
<th>ORG 52253</th>
<th>FY Budget</th>
<th>Budget to Date</th>
<th>YTD Actual</th>
<th>BTD-YTD Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS Total</td>
<td>$2,314,591.00</td>
<td>$550,549.00</td>
<td>$518,593.00</td>
<td>$31,956.00</td>
</tr>
</tbody>
</table>

* Excludes Student Life's central G&A cost Distributions and rents that are tracked under Accounting

On Track for the FY = "Green"; Off budget by less than 8% or $10,000 = "Yellow";
Off budget >8% or $10,000 = "Red"
Office of Student Life
Fiscal Service Center
Controls Monitoring
Summary of Internal Controls Activities and Observations

Summary of Activities for the Quarter:
- Participated in SHS inventory process - performed sample testing and observation of physical inventory
- Collaborated on DMS decision paper for B&F
- Participated in cell phone policy workgroup
- Provided audit support for SHS/SHI audit
- Served as volunteers for numerous SL events
- Worked closely with new student supervisors and FSS leadership to recruit, interview, hire, and train new student employees
- Provided support for FSS monthly financial analysis (Bryan - for Dan)
- Provided support for fix file process improvement (Bryan and Aaron - Amy)
- Assisted with and provided feedback for new scanning process for deposit entries
- Performed vehicle review (report pending)
- Performed gift card review (in supervisory review stage)
- Developed database to track journals not in the DMS
- Performed detailed analysis of SHS monthly A/R reconciliation and provided results to SHS business manager

Control Improvements Identified
+ Improved cash reconciliation process to more quickly identify potential concerns
+ Improved documentation for cash handling

Primary Issues/Concerns

Training
Concerns: Unit-level training requirements are not consistently being met

Purchase Orders /Expenditures
Concerns: Unable to locate Blanket Release Approvals

Documentation
Concerns: Lack of awareness around safeguarding of sensitive data contained in supporting documentation

Cash Handling/Reconciliations
Concerns: Additional programming is needed to integrate MyMicros into the cash reconciliation system; continue to be unable to reconcile 100% of Micros-related cash deposits to register data

Sales Tax
Concerns: August sales tax entry not posted by University Controller's Office - unaware until brought to their attention
**Transaction Compliance Percent from General Ledger Sample-Based Reconciliations**

Business and Finance has approved Student Life to perform risk-based sampling techniques to identify transactions for general ledger reconciliations to obtain reasonable assurance, not absolute assurance, that transactions are both accurate and comply with policies. Reasonable is defined as having a 95% confidence level with +/- 5% confidence interval. All types of transactions including cash, accounts receivable, IDBs, payroll, purchasing card, travel, credit card, etc. are included in the transaction population for sample selections.

Should errors in accuracy, processing, and policies be identified during the sample-based reconciliation process, the situation will be investigated, the cause identified, and the service center will work with appropriate operations/staff members to resolve the situation as quickly as possible.

As a result of Student Life being able to substantiate our compliance percentage of over 93% for FY12, on 10/2/2012, Business & Finance authorized our fiscal service center to reduce our confidence level from 95% to 90%, resulting in a reduction to the number of monthly samples that are reviewed/reconciled by our Internal Controls team, beginning with the October 2012 sample.

The below chart identifies the transactions reviewed and the findings/status for the current FY. It is important to recognize that by design, the focus of the internal controls team is on completing reviews from 3 months earlier (June), and then substantially completing transactions from 2 months earlier (July). Transactions that have not been fully reviewed or are in the quality control/review stage are counted against being "compliant" until finished, resulting in lower compliance percentages at the beginning of the FY.

---

**Transaction Compliance Percent from General Ledger Sample-Based Reconciliations**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Compliance Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>95%</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>95%</td>
</tr>
<tr>
<td>IDBs</td>
<td>95%</td>
</tr>
<tr>
<td>Payroll</td>
<td>95%</td>
</tr>
<tr>
<td>Purchasing Card</td>
<td>95%</td>
</tr>
<tr>
<td>Travel</td>
<td>95%</td>
</tr>
<tr>
<td>Credit Card</td>
<td>95%</td>
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</table>

---

8
<table>
<thead>
<tr>
<th>Fiscal Year 2013</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>FY Quarter 1</th>
<th>FY-to-Date</th>
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<tr>
<td>Total Student Life Transaction Population</td>
<td>27,193</td>
<td>21,681</td>
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<td>Reconciliation Sample Size</td>
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<td>756</td>
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<td>Selected</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
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<tr>
<td>Accounts Receivable</td>
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<td>39</td>
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<td></td>
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<td>21</td>
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<td>0</td>
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<td>Cash Handling</td>
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<tr>
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<td>Unfinished</td>
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<td>24</td>
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<td>0</td>
<td>0</td>
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<td>16</td>
</tr>
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<td>0</td>
<td>6</td>
</tr>
<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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<td>0</td>
</tr>
<tr>
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<td>Unfinished</td>
<td>0</td>
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<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Travel</td>
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<td>19</td>
<td>0</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Compliant</td>
<td>7</td>
<td>4</td>
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<td>0</td>
</tr>
<tr>
<td></td>
<td>Unfinished</td>
<td>3</td>
<td>55.6%</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Utility</td>
<td>11</td>
<td>19</td>
<td>0</td>
<td>19</td>
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<td>18</td>
</tr>
<tr>
<td></td>
<td>Flagged</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Unfinished</td>
<td>1</td>
<td>5.3%</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>377</td>
<td>756</td>
<td>0</td>
<td>589</td>
<td>589</td>
</tr>
<tr>
<td></td>
<td>Compliant</td>
<td>318</td>
<td>271</td>
<td>0</td>
<td>589</td>
</tr>
<tr>
<td></td>
<td>Flagged</td>
<td>11</td>
<td>1</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Unfinished</td>
<td>48</td>
<td>107</td>
<td>0</td>
<td>155</td>
</tr>
<tr>
<td></td>
<td>Completed</td>
<td>329</td>
<td>756</td>
<td>0</td>
<td>601</td>
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</tbody>
</table>

Though the above indicates a 77.9% compliance rate for FY13, we anticipate similar FY results as was obtained in FY12 after completing reviews of more transactions. In FY12 Student Life ended with an overall 93.6% compliance percentage.
## Most Recent Student Life Audit Scorecard - Involving the Fiscal Service Center

Office of Student Life Internal Audit Report - November 2011.

<table>
<thead>
<tr>
<th>Scorecard</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governance</td>
<td>Functional fiscal reporting structure and proper delegation of signature authority.</td>
</tr>
<tr>
<td>Cash Handling</td>
<td>Compliant with University cash handling policies and control activities.</td>
</tr>
<tr>
<td>Equipment</td>
<td>Compliant with University equipment policies and control activities.</td>
</tr>
<tr>
<td>Other Assets and Liabilities</td>
<td>Compliant with University other assets and liabilities policies and control activities.</td>
</tr>
<tr>
<td>Fund Management</td>
<td>Manages funds (e.g., general funds, development and endowment funds, earnings funds, etc.) in a manner consistent with the expectations of the University and according to University policies.</td>
</tr>
<tr>
<td>Revenue &amp; Receivables</td>
<td>Compliant with University revenue and accounts receivable policies and control activities.</td>
</tr>
<tr>
<td>Payroll and Leave Timekeeping</td>
<td>Compliant with University payroll and leave timekeeping policies and control activities.</td>
</tr>
<tr>
<td>Human Resources and Benefits</td>
<td>Compliant with University human resources and benefits policies and control activities.</td>
</tr>
<tr>
<td>Contracts and Agreements</td>
<td>Compliant with terms of contracts and agreements.</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Compliant with University financial conflict of interest policies and control activities.</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Compliant with selected information technology general controls policies and control activities for software management, audit log management, vulnerability, account monitoring and control, and data recovery.</td>
</tr>
</tbody>
</table>
### Expenditure/Travel Policy Exceptions

Policy exceptions identified by the Service Center Procurement Team as a normal course of processing Purchase/Payment requests.

<table>
<thead>
<tr>
<th>FY2013 # of Trans</th>
<th>FY2013 # of Exceptions</th>
<th>Exception Percent</th>
<th>Color Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchases/Expenditures</td>
<td>4,519</td>
<td>54</td>
<td>1.2%</td>
</tr>
<tr>
<td>Travel</td>
<td>225</td>
<td>2</td>
<td>0.9%</td>
</tr>
</tbody>
</table>

**Expenditure Exceptions:**

<table>
<thead>
<tr>
<th>Qtr 1</th>
<th>Qtr 2</th>
<th>Qtr 3</th>
<th>Qtr 4</th>
<th>Total</th>
<th>% Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>After-the-Fact Purchase</td>
<td>29</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>29</td>
</tr>
<tr>
<td>Missing Original Documents</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Coke Contract Violation</td>
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<td>0</td>
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<td>4</td>
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<tr>
<td>OfficeMax Contract Violation</td>
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<td>0</td>
<td>0</td>
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<td>UPS Contract Violation</td>
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<td>2</td>
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<td>Unauthorized Signing of Contract</td>
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<td>Janitorial Contract Violation</td>
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<td>0</td>
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<td>Event Not Preapproved</td>
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<td>0</td>
<td>0</td>
<td>1</td>
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<td>Gift Card Not Preapproved</td>
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<tr>
<td>Electrical Contract Violation</td>
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<td>0</td>
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<tr>
<td><strong>Total</strong></td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

**Travel Exceptions:**

<table>
<thead>
<tr>
<th>Qtr 1</th>
<th>Qtr 2</th>
<th>Qtr 3</th>
<th>Qtr 4</th>
<th>Total</th>
<th>% Total</th>
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</thead>
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<tr>
<td>Missing Original Receipts</td>
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<td>0</td>
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<tr>
<td><strong>Total</strong></td>
<td>2</td>
<td>0</td>
<td>0</td>
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</table>

AVP-level business managers are involved in all policy exceptions.
## Expenditure Policy Exceptions Trends

<table>
<thead>
<tr>
<th>FY 2012</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>Total</th>
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<tr>
<td>FY 2012 Expenditure Transactions</td>
<td>3,763</td>
<td>2,743</td>
<td>2,996</td>
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<td>12,548</td>
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<td>48</td>
<td>55</td>
<td>46</td>
<td>46</td>
<td>195</td>
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<tr>
<td>FY 2012 Percent Exceptions</td>
<td>1.28%</td>
<td>2.01%</td>
<td>1.54%</td>
<td>1.51%</td>
<td>1.55%</td>
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</table>

<table>
<thead>
<tr>
<th>FY 2013</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>Total</th>
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<tbody>
<tr>
<td>FY 2013 Expenditure Transactions</td>
<td>4,519</td>
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<td>0</td>
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<td>4,519</td>
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<tr>
<td>FY 2013 Expenditure Exceptions</td>
<td>54</td>
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<td>0</td>
<td>54</td>
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<tr>
<td>FY 2013 Percent Exceptions</td>
<td>1.19%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>1.19%</td>
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### Expenditure Policies Exception Trends by FY and Fiscal Quarter

<table>
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<tr>
<th>% of Transactions</th>
<th>FY 2012 Percent Exceptions</th>
<th>FY 2013 Percent Exceptions</th>
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</thead>
<tbody>
<tr>
<td>1st</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>2nd</td>
<td>2.00%</td>
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<td>3rd</td>
<td>4.00%</td>
<td>0.50%</td>
</tr>
<tr>
<td>4th</td>
<td>6.00%</td>
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### Expenditure Policy Exceptions by FY

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<th>FY</th>
<th>FY 2012 Percent Exceptions</th>
<th>FY 2013 Percent Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00%</td>
<td>1.50%</td>
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<tr>
<td></td>
<td>2.00%</td>
<td>2.50%</td>
</tr>
</tbody>
</table>

## Travel Policy Exceptions Trends

<table>
<thead>
<tr>
<th>FY 2012</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2012 Travel Transactions</td>
<td>232</td>
<td>266</td>
<td>195</td>
<td>325</td>
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<td>FY 2012 Travel Exceptions</td>
<td>1</td>
<td>16</td>
<td>4</td>
<td>2</td>
<td>23</td>
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<td>FY 2012 Percent Exceptions</td>
<td>0.43%</td>
<td>6.02%</td>
<td>2.05%</td>
<td>0.62%</td>
<td>2.26%</td>
</tr>
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<table>
<thead>
<tr>
<th>FY 2013</th>
<th>1st</th>
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<th>Total</th>
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<tr>
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<td>2</td>
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<tr>
<td>FY 2013 Percent Exceptions</td>
<td>0.89%</td>
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<td>0.00%</td>
<td>0.00%</td>
<td>0.89%</td>
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</table>

### Travel Policy Exception Trends by FY and Fiscal Quarter

<table>
<thead>
<tr>
<th>% of Transactions</th>
<th>FY 2012 Percent Exceptions</th>
<th>FY 2013 Percent Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>2nd</td>
<td>2.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>3rd</td>
<td>4.00%</td>
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</tr>
<tr>
<td>4th</td>
<td>6.00%</td>
<td>1.00%</td>
</tr>
</tbody>
</table>

### Travel Policy Exceptions by FY

<table>
<thead>
<tr>
<th>FY</th>
<th>FY 2012 Percent Exceptions</th>
<th>FY 2013 Percent Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00%</td>
<td>1.50%</td>
</tr>
<tr>
<td></td>
<td>2.00%</td>
<td>2.50%</td>
</tr>
</tbody>
</table>
DRAFT

Office of Student Life
Fiscal Service Center
Detail Analysis
Average days is based on the day/month for which the service center completed the eRequest transactions. The number of days is overstated as a result of the calculation method. For example, if the unit approved a transaction on Monday, and the service center completed the transaction that day, the days would reflect one day of processing for the unit and another day for the service center.

For the first quarter of FY13, the volume of purchase order eRequests are understated. Over 1,200 blanket purchase orders were included in 174 eRequests from May through August. As a result, the average number of days is significantly overstated. Additionally, there were a number of delays in obtaining approvals from University Purchasing for blanket orders and for vendors being considered for university contracts. These delays are included in the processing calculations.

The number to the left of the fiscal month number is the number of standard requisition/purchase order eRequests transactions completed for the month.

FY 2013 Weighted Average Service Center Process Days: [3.08](FY13 through Qtr 1)
**Purpose:** To identify the number of processing days for standard purchase requests (purchase orders and requisitions).

The service center goal is to process "Emergency" purchase requests within 4 hours (.5 days) of receiving the approved transaction from the unit. As stated in the General Notes, the days are overstated as a result of the calculations used. For example, if the unit takes 15 minutes to approve the request, this is counted as 1 day; likewise, if the service center completes the request in 1 hour, it is also counted as 1 day.

<table>
<thead>
<tr>
<th>Priority Sequence</th>
<th>Priority</th>
<th>Total Count</th>
<th>Completed FY</th>
<th>Fiscal Month</th>
<th>Month Descr</th>
<th>Tot Approval Days</th>
<th>Total Exception Days</th>
<th>Total Add'l Info Days</th>
<th>Total Svc Ctrl Days</th>
<th>Svc Ctrl Days</th>
<th>Wgt Avg Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Emergency 0</td>
<td>2013</td>
<td>12</td>
<td>Jun</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1</td>
<td>Emergency 0</td>
<td>2013</td>
<td>11</td>
<td>May</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1</td>
<td>Emergency 0</td>
<td>2013</td>
<td>10</td>
<td>Apr</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>1</td>
<td>Emergency 0</td>
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<td>Mar</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1</td>
<td>Emergency 0</td>
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<td>8</td>
<td>Feb</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1</td>
<td>Emergency 0</td>
<td>2013</td>
<td>7</td>
<td>Jan</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1</td>
<td>Emergency 0</td>
<td>2013</td>
<td>6</td>
<td>Dec</td>
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<td>0.00</td>
<td>0.00</td>
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</tr>
<tr>
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<td>Emergency 0</td>
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<td>Nov</td>
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<td>0.00</td>
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<tr>
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<td>Oct</td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1</td>
<td>Emergency 1</td>
<td>2013</td>
<td>3</td>
<td>Sep</td>
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<td>10.00</td>
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<tr>
<td>1</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.80</td>
<td>0.00</td>
<td>4.00</td>
</tr>
</tbody>
</table>

Total Count: 7

FY Wgt Avg Days: 0.71

* - December - (42) "Exception Days" are excluded from the one emergency purchase for an elevator repair item. Though the elevator was repaired immediately, the purchase order could not be processed until the required Accounts Payable form (information needed for Homeland Security) was provided by the vendor and after-the-fact expenditure exception processed. The 42 days was excluded because it would have significantly skewed the chart, making the rest of the chart information irrelevant (see eRequest #PR348773 for more details).
**Purpose:** To identify the number of processing days for standard purchase requests (purchase orders and requisitions).

The service center goal is to process "Critical" purchase requests within 1 day of receiving the approved transaction from the unit.

As stated in the General Notes, the days are overstated as a result of the calculations used. For example, if the unit takes 15 minutes to approve the request, this is counted as 1 day; likewise, if the service center completes the request in 1 hour, it is also counted as 1 day.

**The numbers for May and June exclude eRequests that were entered as having multiple purchase orders as part of fiscal year-end processing. As a result, the service center days for these two months are significantly overstated.**

<table>
<thead>
<tr>
<th>Priority Sequence</th>
<th>Priority</th>
<th>Total Count</th>
<th>Completed FY</th>
<th>Fiscal Mth</th>
<th>Month Descr</th>
<th>Total Approval Days</th>
<th>Total Exception Days</th>
<th>Total Addl Info Days</th>
<th>Total Svc Ctr Days</th>
<th>Svc Ctr Days Wgt Avg Days</th>
</tr>
</thead>
<tbody>
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<td>2</td>
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<td>11 May</td>
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<td>0.00</td>
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<td>0.00</td>
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<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>Critical</td>
<td>0</td>
<td>2013</td>
<td>10 Apr</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>Critical</td>
<td>0</td>
<td>2013</td>
<td>9 Mar</td>
<td>0.00</td>
<td>0.00</td>
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<td>2013</td>
<td>8 Feb</td>
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<td>0.00</td>
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<td>0.00</td>
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<td>Critical</td>
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<td>5 Nov</td>
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<td>Critical</td>
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<td>2013</td>
<td>4 Oct</td>
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<td>0.11</td>
<td>2.06</td>
<td>37.08</td>
<td>1.74</td>
</tr>
</tbody>
</table>

**Total Count:** 70

**FY Wgt Avg Days:** 1.74

[Q402]
**Purpose:** To identify the number of processing days for standard purchase requests (purchase orders and requisitions).

The service center goal is to process “Routine” purchase requests within 3 days of receiving the approved transaction from the unit.

As stated in the General Notes, the below days are overstated as a result of the calculations used. For example, if the unit takes 15 minutes to approve the request, this is counted as 1 day; likewise, if the service center completes the request in 1 hour, it is also counted as 1 day.

**The numbers for May and June exclude eRequests that were entered as having multiple purchase orders as part of fiscal year-end processing. As a result, the service center days for these two months are significantly overstated.**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Total Count</th>
<th>Completed FY</th>
<th>Fiscal Mth</th>
<th>Month Descr</th>
<th>Total Approval Days</th>
<th>Total Exception Days</th>
<th>Total Addl Info Days</th>
<th>Total Svc Ctr Days</th>
<th>Svc Ctr Wgt Avg Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Routine</td>
<td>0</td>
<td>2013</td>
<td>12 Jun</td>
<td>**</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3 Routine</td>
<td>0</td>
<td>2013</td>
<td>11 May</td>
<td>**</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3 Routine</td>
<td>0</td>
<td>2013</td>
<td>9 Mar</td>
<td></td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3 Routine</td>
<td>0</td>
<td>2013</td>
<td>8 Feb</td>
<td></td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
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<td>0.00</td>
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<td>6 Dec</td>
<td></td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
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<td>4 Oct</td>
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</tr>
</tbody>
</table>

Total Count: 1132  
FY Wgt Avg Days 3.18
Purpose: To identify the percentage of eRequests for Standard Purchases, by Priority.
The service center goal is that less than 1% of the eRequests should be "Emergency", less than 4% for "Critical", and the remaining 95% "Routine". In part, the higher the percentage of "Routine" requests, the higher the confidence of our Student Life customers that the service center will process the transactions in a timely manner.

<table>
<thead>
<tr>
<th>Completed FY</th>
<th>Fiscal Month</th>
<th>Month Descr</th>
<th>Emergency %</th>
<th>Critical %</th>
<th>Routine %</th>
<th>Emergency</th>
<th>Critical</th>
<th>Routine</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>11</td>
<td>May</td>
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<td>0.0%</td>
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</tr>
<tr>
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</tr>
<tr>
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</tr>
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</tr>
<tr>
<td>2013</td>
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<td>Nov</td>
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<tr>
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<td>0.0%</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>2013</td>
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<td>1</td>
<td>21</td>
<td>293</td>
<td>315</td>
</tr>
<tr>
<td>2013</td>
<td>2</td>
<td>Aug</td>
<td>0.2%</td>
<td>6.2%</td>
<td>93.6%</td>
<td>1</td>
<td>31</td>
<td>467</td>
<td>499</td>
</tr>
<tr>
<td>2013</td>
<td>1</td>
<td>Jul</td>
<td>1.3%</td>
<td>4.6%</td>
<td>94.2%</td>
<td>5</td>
<td>18</td>
<td>372</td>
<td>395</td>
</tr>
</tbody>
</table>

Completed FY 2013

Monthly Percent of Purchasing Requests by Priority

- **Emergency (%):** 0.0% - 0.6%
- **Critical (%):** 0.0% - 6.7%
- **Routine (%):** 93.6% - 94.2%

Legend:
- Emergency %
- Critical %
- Routine %
Total Purchase Transactions by Month:

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>1,244</td>
<td>959</td>
<td>1,094</td>
<td>914</td>
<td>850</td>
<td>770</td>
<td>913</td>
<td>869</td>
<td>981</td>
<td>960</td>
<td>1,008</td>
<td>1,248</td>
<td>11,810</td>
</tr>
<tr>
<td>2012</td>
<td>1,968</td>
<td>1,018</td>
<td>1,055</td>
<td>1,099</td>
<td>876</td>
<td>795</td>
<td>923</td>
<td>985</td>
<td>1,124</td>
<td>975</td>
<td>1,008</td>
<td>1,060</td>
<td>12,886</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>2,138</td>
<td>1,355</td>
<td>1,035</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4,528</td>
</tr>
</tbody>
</table>

Monthly Total Change (from prior fiscal year)

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013 thru Qtr1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>724</td>
<td>170</td>
</tr>
<tr>
<td></td>
<td>74</td>
<td>337</td>
</tr>
<tr>
<td></td>
<td>59</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>185</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>116</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>-188</td>
<td>1,076</td>
</tr>
</tbody>
</table>

Monthly % Changes (from prior fiscal year)

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013 thru Qtr1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>58.2%</td>
<td>8.6%</td>
</tr>
<tr>
<td></td>
<td>6.2%</td>
<td>33.1%</td>
</tr>
<tr>
<td></td>
<td>-3.6%</td>
<td>-1.9%</td>
</tr>
<tr>
<td></td>
<td>20.2%</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>3.1%</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>3.2%</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>1.1%</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>13.3%</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>14.6%</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>1.6%</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>-15.1%</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>9.1%</td>
<td>-64.9%</td>
</tr>
</tbody>
</table>

Information presented is a "roll-up" of the Purchase Order Totals by Fiscal Year, Requisition Totals by Fiscal Year, and Purchase Card Transactions by Fiscal Year reports. Changes orders are counted as separate purchasing transactions because of the additional/separate entries and processing required.
Total Purchase Orders by Month:

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>541</td>
<td>464</td>
<td>368</td>
<td>296</td>
<td>251</td>
<td>208</td>
<td>234</td>
<td>231</td>
<td>268</td>
<td>247</td>
<td>259</td>
<td>211</td>
<td>3,578</td>
</tr>
<tr>
<td>2012</td>
<td>1,422</td>
<td>330</td>
<td>261</td>
<td>267</td>
<td>190</td>
<td>175</td>
<td>157</td>
<td>233</td>
<td>205</td>
<td>204</td>
<td>207</td>
<td>130</td>
<td>3,781</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>1,165</td>
<td>275</td>
<td>170</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,610</td>
</tr>
</tbody>
</table>

Monthly Total Change (from prior fiscal year)

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>881</td>
<td>-134</td>
<td>-107</td>
<td>-29</td>
<td>-61</td>
<td>-33</td>
<td>-77</td>
<td>2</td>
<td>-63</td>
<td>-43</td>
<td>-52</td>
<td>-81</td>
<td>203</td>
</tr>
</tbody>
</table>

Monthly % Changes (from prior fiscal year)

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>162.8%</td>
<td>-28.9%</td>
<td>-29.1%</td>
<td>-9.8%</td>
<td>-24.3%</td>
<td>-15.9%</td>
<td>-32.9%</td>
<td>0.9%</td>
<td>-23.5%</td>
<td>-17.4%</td>
<td>-20.1%</td>
<td>-38.4%</td>
<td>5.7%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>-18.1%</td>
<td>-16.7%</td>
<td>-34.9%</td>
<td>-100.0%</td>
<td>-100.0%</td>
<td>-100.0%</td>
<td>-100.0%</td>
<td>-100.0%</td>
<td>-100.0%</td>
<td>-100.0%</td>
<td>-100.0%</td>
<td>-57.4%</td>
<td>57.4%</td>
</tr>
</tbody>
</table>

Source: University’s "POB101DW" Purchase Order Report for Student Life. Data presented excludes Schottenstein Center, Fawcett Center, Drake, and Blackwell for the above fiscal years and includes change orders. [Query 230]
Change Orders are counted as separate purchasing transactions because of the additional/separate entries and processing required.
### Total Requisitions by Month:

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>431</td>
<td>192</td>
<td>239</td>
<td>186</td>
<td>208</td>
<td>207</td>
<td>255</td>
<td>228</td>
<td>302</td>
<td>341</td>
<td>270</td>
<td>633</td>
<td>3,492</td>
</tr>
<tr>
<td>2012</td>
<td>305</td>
<td>302</td>
<td>313</td>
<td>297</td>
<td>276</td>
<td>258</td>
<td>275</td>
<td>292</td>
<td>297</td>
<td>299</td>
<td>287</td>
<td>477</td>
<td>3,678</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>517</td>
<td>529</td>
<td>376</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,422</td>
</tr>
</tbody>
</table>

### Monthly Total Change (from prior fiscal year)

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>-126</td>
<td>110</td>
<td>74</td>
<td>111</td>
<td>68</td>
<td>51</td>
<td>20</td>
<td>64</td>
<td>-5</td>
<td>-42</td>
<td>17</td>
<td>-156</td>
<td>186</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>212</td>
<td>227</td>
<td>63</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-2,256</td>
</tr>
</tbody>
</table>

### Monthly % Changes (from prior fiscal year)

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>-29.2%</td>
<td>57.3%</td>
<td>31.0%</td>
<td>59.7%</td>
<td>32.7%</td>
<td>24.6%</td>
<td>7.8%</td>
<td>28.1%</td>
<td>-1.7%</td>
<td>-12.3%</td>
<td>6.3%</td>
<td>-24.6%</td>
<td>5.3%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>69.5%</td>
<td>75.2%</td>
<td>20.1%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>-61.3%</td>
</tr>
</tbody>
</table>

### Total Requisitions by FY

<table>
<thead>
<tr>
<th>FY</th>
<th>Total FYTD</th>
<th>% Dif</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>3,492</td>
<td>N/A</td>
</tr>
<tr>
<td>2012</td>
<td>3,678</td>
<td>6.7%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>1,422</td>
<td>54.6%</td>
</tr>
</tbody>
</table>

Source: University's requisition detail data provided directly to Student Life by University Purchasing from PeopleSoft. Data presented excludes Schottenstein Center, Fawcett Center, Drake, and Blackwell for the above fiscal years. [Calculated from eStores PO Totals and NonEstores Requisition Totals] Requisitions and associated change orders for purchase orders related to original requisitions are included in the above transaction volumes and are excluded from the purchase order totals so as not to duplicate these transactions.
### Total Purchase Card Transactions by Month:

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>272</td>
<td>303</td>
<td>487</td>
<td>432</td>
<td>391</td>
<td>355</td>
<td>424</td>
<td>410</td>
<td>411</td>
<td>372</td>
<td>479</td>
<td>404</td>
<td>4,740</td>
</tr>
<tr>
<td>2012</td>
<td>241</td>
<td>386</td>
<td>481</td>
<td>535</td>
<td>410</td>
<td>362</td>
<td>491</td>
<td>460</td>
<td>622</td>
<td>472</td>
<td>514</td>
<td>453</td>
<td>5,427</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>456</td>
<td>551</td>
<td>489</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,496</td>
</tr>
</tbody>
</table>

### Monthly Total Change (from prior fiscal year)

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>83</th>
<th>-6</th>
<th>103</th>
<th>19</th>
<th>7</th>
<th>67</th>
<th>50</th>
<th>211</th>
<th>100</th>
<th>35</th>
<th>49</th>
<th>687</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 thru Qtr1</td>
<td>215</td>
<td>165</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-3,931</td>
</tr>
</tbody>
</table>

### Monthly % Changes (from prior fiscal year)

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>-11.4%</th>
<th>27.4%</th>
<th>-1.2%</th>
<th>23.8%</th>
<th>4.9%</th>
<th>2.0%</th>
<th>15.8%</th>
<th>12.2%</th>
<th>51.3%</th>
<th>26.9%</th>
<th>7.3%</th>
<th>12.1%</th>
<th>14.5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 thru Qtr1</td>
<td>89.2%</td>
<td>42.7%</td>
<td>1.7%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>-72.4%</td>
</tr>
</tbody>
</table>

### Source:
University's "APU132DW" PCard Transaction Report for Student Life. Data presented excludes Schottenstein Center, Fawcett Center, Drake, and Blackwell for the above fiscal years. [Report 026b]
Purpose: To identify changes in the types of purchases made by FY.
Use: To help identify and predict the procurement type focus for FSS staff members.

<table>
<thead>
<tr>
<th>FY</th>
<th>FY2011</th>
<th>FY2012</th>
<th>FY2013 thru Qtr1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Orders</td>
<td>30.3%</td>
<td>29.3%</td>
<td>35.6%</td>
</tr>
<tr>
<td>Requisitions</td>
<td>29.6%</td>
<td>28.5%</td>
<td>31.4%</td>
</tr>
<tr>
<td>Purchase Cards</td>
<td>40.1%</td>
<td>42.1%</td>
<td>33.0%</td>
</tr>
</tbody>
</table>

General Focus:
(1) Increase use of purchase orders to be able to lock into contract terms with vendors
(2) Reduce non-eStores requisitions to increase speed and reduce reliance on University Purchasing
(3) Use Pcards to reduce number of vendors and for small dollars to improve processing efficiencies
(4) Use Pcards to obtain a percentage back from the bank to the university

(Note that there are exceptions to each of these general focus objectives.)
Purpose: To identify changes in the types of purchase orders processed by FSS, by FY.

Use: To help identify and predict the purchase order-type focus for FSS staff members.

Types: University type codes used by University Purchasing.

**Note significant increase in the number of blanket purchase orders in FY 2012 and FY 2013. These may result in fewer purchase orders generated (efficiencies), but a reduction in policy compliance for blanket purchase order releases and limits the purchasing-related data available for university purchase decisions.**

Source: University's "POB101DW" Purchase Order Report for Student Life. Data presented excludes Schottenstein Center, Fawcett Center, Drake, and Blackwell for the above fiscal years. [Query 251]
**Purpose:** To identify the level of complexity of the purchase orders. The higher the number of purchase order lines, it can be assumed that the higher the level of complexity.

### Total Purchase Order Lines by Month:

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>644</td>
<td>806</td>
<td>857</td>
<td>632</td>
<td>414</td>
<td>493</td>
<td>565</td>
<td>428</td>
<td>509</td>
<td>466</td>
<td>545</td>
<td>418</td>
<td>6,777</td>
</tr>
<tr>
<td>2012</td>
<td>1,304</td>
<td>586</td>
<td>576</td>
<td>476</td>
<td>359</td>
<td>342</td>
<td>330</td>
<td>464</td>
<td>363</td>
<td>442</td>
<td>440</td>
<td>321</td>
<td>6,003</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>1,401</td>
<td>540</td>
<td>339</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2,280</td>
</tr>
</tbody>
</table>

### Monthly Total Change (from prior fiscal year)

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>2013 thru Qtr1</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY Total</td>
<td>660</td>
<td>-220</td>
<td>-281</td>
<td>-156</td>
<td>-55</td>
<td>-151</td>
<td>-235</td>
<td>36</td>
<td>-146</td>
<td>-24</td>
<td>-105</td>
<td>-97</td>
<td>-774</td>
</tr>
</tbody>
</table>

### Monthly % Changes (from prior fiscal year)

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>2013 thru Qtr1</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY Total</td>
<td>102.5%</td>
<td>-27.3%</td>
<td>-32.8%</td>
<td>-24.7%</td>
<td>-13.3%</td>
<td>-30.6%</td>
<td>-41.6%</td>
<td>8.4%</td>
<td>-28.7%</td>
<td>-5.2%</td>
<td>-19.3%</td>
<td>-23.2%</td>
<td>-11.4%</td>
</tr>
</tbody>
</table>

Source: University's "POB101DW" Purchase Order Report for Student Life. Data presented excludes Schottenstein Center, Fawcett Center, Drake, and Blackwell for the above fiscal years. [Query 230]
**Purpose:** To identify the level of complexity of the purchase orders. The higher the average number of purchase order lines, it can be assumed that the higher the level of complexity.

**Average Purchase Order Lines by Month:**

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>1.19</td>
<td>1.74</td>
<td>2.33</td>
<td>2.14</td>
<td>1.65</td>
<td>2.37</td>
<td>2.41</td>
<td>1.85</td>
<td>1.90</td>
<td>1.89</td>
<td>2.10</td>
<td>1.98</td>
<td>1.89</td>
</tr>
<tr>
<td>2012</td>
<td>0.92</td>
<td>1.78</td>
<td>2.21</td>
<td>1.78</td>
<td>1.89</td>
<td>1.95</td>
<td>2.10</td>
<td>1.99</td>
<td>1.77</td>
<td>2.17</td>
<td>2.13</td>
<td>2.47</td>
<td>1.59</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>1.20</td>
<td>1.96</td>
<td>1.99</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1.42</td>
</tr>
</tbody>
</table>

**Monthly Total Change (from prior fiscal year):**

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013 thru Qtr1</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY Total</td>
<td>-0.27</td>
<td>0.28</td>
</tr>
<tr>
<td>Jul</td>
<td>0.04</td>
<td>0.18</td>
</tr>
<tr>
<td>Aug</td>
<td>-0.12</td>
<td>-0.22</td>
</tr>
<tr>
<td>Sep</td>
<td>-0.36</td>
<td>0.00</td>
</tr>
<tr>
<td>Oct</td>
<td>0.24</td>
<td>0.00</td>
</tr>
<tr>
<td>Nov</td>
<td>-0.42</td>
<td>0.00</td>
</tr>
<tr>
<td>Dec</td>
<td>-0.31</td>
<td>0.00</td>
</tr>
<tr>
<td>Jan</td>
<td>0.14</td>
<td>0.00</td>
</tr>
<tr>
<td>Feb</td>
<td>-0.13</td>
<td>0.00</td>
</tr>
<tr>
<td>Mar</td>
<td>0.28</td>
<td>0.00</td>
</tr>
<tr>
<td>Apr</td>
<td>0.03</td>
<td>0.00</td>
</tr>
<tr>
<td>May</td>
<td>0.49</td>
<td>0.00</td>
</tr>
<tr>
<td>Jun</td>
<td>-0.31</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Monthly % Changes (from prior fiscal year):**

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013 thru Qtr1</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY Total</td>
<td>-22.7%</td>
<td>30.4%</td>
</tr>
<tr>
<td>Jul</td>
<td>2.3%</td>
<td>10.1%</td>
</tr>
<tr>
<td>Aug</td>
<td>-5.2%</td>
<td>-10.0%</td>
</tr>
<tr>
<td>Sep</td>
<td>-16.8%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Oct</td>
<td>14.5%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Nov</td>
<td>-17.7%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Dec</td>
<td>-12.9%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Jan</td>
<td>7.6%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Feb</td>
<td>-6.8%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Mar</td>
<td>14.8%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Apr</td>
<td>1.4%</td>
<td>0.0%</td>
</tr>
<tr>
<td>May</td>
<td>24.7%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Jun</td>
<td>-16.2%</td>
<td>-10.8%</td>
</tr>
</tbody>
</table>

Source: University's "POB101DW" Purchase Order Report for Student Life. Data presented excludes Schottenstein Center, Fawcett Center, Drake, and Blackwell for the above fiscal years. [Query 230]
Purpose: To identify the percent of purchases orders by month that are "contract" purchase orders. Because various State, IUC, and the University are able to negotiate better prices over the long-run (higher-level buying power), it can be assumed that the higher percentage of purchase orders that are through contracts, the higher the savings to Student Life.

Total Purchase Orders & Requisitions Purchased through Contracts

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>250</td>
<td>228</td>
<td>209</td>
<td>180</td>
<td>176</td>
<td>197</td>
<td>240</td>
<td>230</td>
<td>256</td>
<td>278</td>
<td>240</td>
<td>440</td>
<td>2924</td>
</tr>
<tr>
<td>2012</td>
<td>406</td>
<td>279</td>
<td>308</td>
<td>264</td>
<td>287</td>
<td>264</td>
<td>291</td>
<td>304</td>
<td>297</td>
<td>327</td>
<td>306</td>
<td>373</td>
<td>3706</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>582</td>
<td>527</td>
<td>364</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1473</td>
</tr>
</tbody>
</table>

Average Purchases through Contracts (Contracts/Purchase Orders)

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>25.7%</td>
<td>34.8%</td>
<td>34.4%</td>
<td>37.3%</td>
<td>38.3%</td>
<td>47.5%</td>
<td>49.1%</td>
<td>50.1%</td>
<td>44.9%</td>
<td>47.3%</td>
<td>45.4%</td>
<td>41.4%</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>23.5%</td>
<td>44.1%</td>
<td>53.7%</td>
<td>46.8%</td>
<td>61.6%</td>
<td>61.0%</td>
<td>67.4%</td>
<td>57.9%</td>
<td>59.2%</td>
<td>65.0%</td>
<td>61.9%</td>
<td>61.4%</td>
<td>49.7%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>34.6%</td>
<td>65.5%</td>
<td>66.7%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>48.6%</td>
</tr>
</tbody>
</table>

Monthly Total Change (from prior fiscal year)

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013 thru Qtr1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>-2.2%</td>
<td>11.1%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>9.4%</td>
<td>21.4%</td>
</tr>
</tbody>
</table>

Source: University's "POB101DW" Purchase Order Summary Report for Student Life. Data presented excludes, Schottenstein Center, Fawcett Center, Drake, and Blackwell for the above fiscal years. [Query 093]

Note that there may be a slight difference between the number of purchase orders and requisitions to the above numbers due to requisitions pending completion at University Purchasing.
Purpose: To identify types of contracts used by FSS, by FY.
Use: To help identify and predict the voucher-type focus for FSS staff members.

<table>
<thead>
<tr>
<th>Types of Contracts</th>
<th>FY2011</th>
<th>FY2012</th>
<th>FY2013 thru Qtr1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid</td>
<td>210</td>
<td>186</td>
<td>266</td>
</tr>
<tr>
<td>Board of Trustees Resolution</td>
<td>80</td>
<td>70</td>
<td>34</td>
</tr>
<tr>
<td>Educational &amp; Institutional Cooperative</td>
<td>260</td>
<td>292</td>
<td>271</td>
</tr>
<tr>
<td>Inter-University Council</td>
<td>1,032</td>
<td>1,516</td>
<td>432</td>
</tr>
<tr>
<td>Midwestern Higher Education</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>National Joint Powers Alliance</td>
<td>80</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>State of Ohio Contract</td>
<td>93</td>
<td>181</td>
<td>73</td>
</tr>
<tr>
<td>Ohio State University Contract</td>
<td>298</td>
<td>370</td>
<td>196</td>
</tr>
<tr>
<td>Prime Supplier Agreement</td>
<td>805</td>
<td>856</td>
<td>80</td>
</tr>
<tr>
<td>The Cooperative Purchasing Network</td>
<td>2</td>
<td>87</td>
<td>30</td>
</tr>
<tr>
<td>Univ Health System Consortium</td>
<td>56</td>
<td>38</td>
<td>90</td>
</tr>
<tr>
<td>US Communities Govt Purchasing</td>
<td>10</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,927</strong></td>
<td><strong>3,600</strong></td>
<td><strong>1,473</strong></td>
</tr>
</tbody>
</table>

Source: University eReports - Purchase Order Summary report data. (Q094)
Note that there may be a slight difference between the number of purchase orders and requisitions to the above numbers due to requisitions pending completion at University Purchasing.
Purpose: To identify the use of eStores by Student Life.

Use of eStores is highly efficient for Student Life and the University. The greater the use of eStores, the greater the overall efficiency and generally greater savings.

### Total eStores Requisitions by Month:

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>65</td>
<td>98</td>
<td>123</td>
<td>112</td>
<td>119</td>
<td>144</td>
<td>175</td>
<td>168</td>
<td>169</td>
<td>186</td>
<td>151</td>
<td>144</td>
<td>1,654</td>
</tr>
<tr>
<td>2012</td>
<td>117</td>
<td>177</td>
<td>226</td>
<td>198</td>
<td>191</td>
<td>164</td>
<td>222</td>
<td>216</td>
<td>206</td>
<td>208</td>
<td>190</td>
<td>130</td>
<td>2,245</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>236</td>
<td>397</td>
<td>285</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>918</td>
</tr>
</tbody>
</table>

### Monthly Total Change (from prior fiscal year)

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>52</td>
<td>79</td>
<td>103</td>
<td>86</td>
<td>72</td>
<td>20</td>
<td>47</td>
<td>48</td>
<td>37</td>
<td>22</td>
<td>39</td>
<td>-14</td>
<td>591</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>119</td>
<td>220</td>
<td>59</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-1,327</td>
</tr>
</tbody>
</table>

### Monthly % Changes (from prior fiscal year)

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>80.0%</td>
<td>80.6%</td>
<td>83.7%</td>
<td>76.8%</td>
<td>60.5%</td>
<td>13.9%</td>
<td>26.9%</td>
<td>28.6%</td>
<td>21.9%</td>
<td>11.8%</td>
<td>25.8%</td>
<td>-9.7%</td>
<td>35.7%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>101.7%</td>
<td>124.3%</td>
<td>26.1%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>-59.1%</td>
</tr>
</tbody>
</table>

### Total FYTD % Diff

<table>
<thead>
<tr>
<th>FY</th>
<th>Total FYTD</th>
<th>% Diff</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>286</td>
<td>N/A</td>
</tr>
<tr>
<td>2012</td>
<td>520</td>
<td>81.8%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>918</td>
<td>76.5%</td>
</tr>
</tbody>
</table>

Source: University's "POB101DW" Purchase Order Report for Student Life. Data presented excludes Schottenstein Center, Fawcett Center, Drake, and Blackwell for the above fiscal years. [Query 262a]

University eStores orders are entered by Student Life buyers as a requisition and are converted to purchase orders by Stores.
**Purpose:** To identify the number of Student Life non-eStores Requisitions and associated change orders processed by University Purchasing by Month. Identifies the volume of non-eStores requisitions and associated change orders processed by Student Life and University Purchasing each month to identify potential patterns of University support requirements.

**Total non-eStores Requisitions by Month:**

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>366</td>
<td>94</td>
<td>116</td>
<td>74</td>
<td>89</td>
<td>63</td>
<td>80</td>
<td>60</td>
<td>133</td>
<td>155</td>
<td>119</td>
<td>489</td>
<td>1,838</td>
</tr>
<tr>
<td>2012</td>
<td>188</td>
<td>125</td>
<td>87</td>
<td>99</td>
<td>85</td>
<td>94</td>
<td>53</td>
<td>76</td>
<td>91</td>
<td>91</td>
<td>97</td>
<td>347</td>
<td>1,433</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>281</td>
<td>132</td>
<td>91</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>504</td>
</tr>
</tbody>
</table>

**Monthly Total Change (from prior fiscal year):**

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013 thru Qtr1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>-178</td>
<td>93</td>
</tr>
<tr>
<td>Aug</td>
<td>31</td>
<td>7</td>
</tr>
<tr>
<td>Sep</td>
<td>-29</td>
<td>0</td>
</tr>
<tr>
<td>Oct</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Nov</td>
<td>-4</td>
<td>0</td>
</tr>
<tr>
<td>Dec</td>
<td>31</td>
<td>0</td>
</tr>
<tr>
<td>Jan</td>
<td>-27</td>
<td>0</td>
</tr>
<tr>
<td>Feb</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>Mar</td>
<td>-42</td>
<td>0</td>
</tr>
<tr>
<td>Apr</td>
<td>-64</td>
<td>0</td>
</tr>
<tr>
<td>May</td>
<td>-22</td>
<td>0</td>
</tr>
<tr>
<td>Jun</td>
<td>142</td>
<td>0</td>
</tr>
<tr>
<td>FY Total</td>
<td>-405</td>
<td>-929</td>
</tr>
</tbody>
</table>

**Monthly % Changes (from prior fiscal year):**

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013 thru Qtr1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>-48.6%</td>
<td>49.5%</td>
</tr>
<tr>
<td>Aug</td>
<td>33.0%</td>
<td>5.6%</td>
</tr>
<tr>
<td>Sep</td>
<td>-25.0%</td>
<td>4.6%</td>
</tr>
<tr>
<td>Oct</td>
<td>33.8%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Nov</td>
<td>-4.5%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Dec</td>
<td>49.2%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Jan</td>
<td>-33.8%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Feb</td>
<td>26.7%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Mar</td>
<td>-31.6%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Apr</td>
<td>-41.3%</td>
<td>0.0%</td>
</tr>
<tr>
<td>May</td>
<td>49.2%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Jun</td>
<td>-33.8%</td>
<td>0.0%</td>
</tr>
<tr>
<td>FY Total</td>
<td>-22.0%</td>
<td>-64.8%</td>
</tr>
</tbody>
</table>

**Total Non-eStores Requisitions by FY**

<table>
<thead>
<tr>
<th>FY</th>
<th>Total FYTD</th>
<th>% Dif</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>576</td>
<td>N/A</td>
</tr>
<tr>
<td>2012</td>
<td>400</td>
<td>-30.6%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>504</td>
<td>26.0%</td>
</tr>
</tbody>
</table>

Source: University’s "POB101DW" Purchase Order Report for Student Life. Data presented excludes Schottenstein Center, Fawcett Center, Drake, and Blackwell for the above fiscal years. [Query 308a]

Requisitions and associated change orders for purchase orders related to original requisitions are included in the above transaction volumes and are excluded from the purchase order totals so as not to duplicate these transactions.
**Purpose:** To identify the trend percentage of Student Life requisitions are eStores requisitions. Use of eStores is highly efficient for Student Life and the University. The greater our percentage, the greater over-all efficiency.

**Total Percent of Total Requisitions that are eStores Requisitions by Month:**

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>15.1%</td>
<td>33.9%</td>
<td>27.2%</td>
<td>34.9%</td>
<td>31.3%</td>
<td>31.4%</td>
<td>25.5%</td>
<td>28.5%</td>
<td>21.5%</td>
<td>19.1%</td>
<td>24.1%</td>
<td>10.3%</td>
<td>47.4%</td>
</tr>
<tr>
<td>2012</td>
<td>38.4%</td>
<td>38.7%</td>
<td>37.4%</td>
<td>39.4%</td>
<td>42.4%</td>
<td>45.3%</td>
<td>42.5%</td>
<td>40.1%</td>
<td>39.4%</td>
<td>39.1%</td>
<td>40.8%</td>
<td>24.5%</td>
<td>61.0%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>45.6%</td>
<td>44.6%</td>
<td>62.8%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>64.6%</td>
</tr>
</tbody>
</table>

**Monthly Total Change (from prior fiscal year):**

<table>
<thead>
<tr>
<th>FY</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>0.23</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>0.07</td>
</tr>
</tbody>
</table>

**Monthly % Changes (from prior fiscal year):**

<table>
<thead>
<tr>
<th>FY</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>154.4%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>6.0%</td>
</tr>
</tbody>
</table>

**Source:** University's "POB101DW" Purchase Order Report for Student Life. Data presented excludes Schottenstein Center, Fawcett Center, Drake, and Blackwell for the above fiscal years.

University eStores orders are entered by Student Life buyers as a requisition and are converted to purchase orders by Stores. [Calculated]
Purpose: To identify the percent of Student Life non-eStores Requisitions processed by University Purchasing by Month.

Non-eStores requisitions are "entered" by Student Life buyers and are then "processed" by University Purchasing. The greater the percent, the greater our Student Life reliance upon University Purchasing to process and distribute the purchase orders.

Total Percent of Total Requisitions that are Non-eStores Requisitions by Month:

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>84.9%</td>
<td>49.0%</td>
<td>48.5%</td>
<td>39.8%</td>
<td>42.8%</td>
<td>30.4%</td>
<td>31.4%</td>
<td>26.3%</td>
<td>44.0%</td>
<td>45.5%</td>
<td>44.1%</td>
<td>77.3%</td>
<td>52.6%</td>
</tr>
<tr>
<td>2012</td>
<td>61.6%</td>
<td>41.4%</td>
<td>27.8%</td>
<td>33.3%</td>
<td>30.8%</td>
<td>36.4%</td>
<td>19.3%</td>
<td>26.0%</td>
<td>30.6%</td>
<td>30.4%</td>
<td>33.8%</td>
<td>72.7%</td>
<td>39.0%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>54.4%</td>
<td>25.0%</td>
<td>37.2%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>35.4%</td>
</tr>
</tbody>
</table>

Monthly Total Change (from prior fiscal year)

<table>
<thead>
<tr>
<th></th>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td></td>
<td>-0.23</td>
<td>-0.08</td>
<td>-0.21</td>
<td>-0.06</td>
<td>-0.12</td>
<td>0.06</td>
<td>-0.12</td>
<td>0.00</td>
<td>-0.13</td>
<td>-0.15</td>
<td>-0.10</td>
<td>-0.05</td>
<td>-0.14</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td></td>
<td>-0.07</td>
<td>-0.16</td>
<td>0.09</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>-0.04</td>
<td></td>
</tr>
</tbody>
</table>

Monthly % Changes (from prior fiscal year)

<table>
<thead>
<tr>
<th></th>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td></td>
<td>-27.4%</td>
<td>-15.5%</td>
<td>-42.7%</td>
<td>-16.2%</td>
<td>-28.0%</td>
<td>19.7%</td>
<td>-38.6%</td>
<td>-1.1%</td>
<td>-30.4%</td>
<td>-33.0%</td>
<td>-23.3%</td>
<td>-5.8%</td>
<td>-26.0%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td></td>
<td>-11.8%</td>
<td>-39.7%</td>
<td>34.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>-9.0%</td>
<td></td>
</tr>
</tbody>
</table>

Source: University's "POB101DW" Purchase Order Report for Student Life. Data presented excludes Schottenstein Center, Fawcett Center, Drake, and Blackwell for the above fiscal years.

University requisitions are "entered" by Student Life buyers and then "processed" by University Purchasing to convert into purchase orders. Student Life is dependent upon University Purchasing for these purchases. [Calculated]
**Purpose:** To identify the number of Student Life non-eStores Requisitions and associated Change Orders processed by University Purchasing by month and stratified dollar amounts. This analysis only considers dollar amounts and excludes consideration of contracts.

Identifies the Student Life trend in dependence of University Purchasing to convert requisitions to purchase orders and to manage/update associated change orders. By stratifying the volume of requisitions and associated change orders into the dollar amounts, the intent is to determine if there are ways for which Student Life delegated buyers can assist University Purchasing to expedite these purchases. It is important to recognize that all contracts must flow to University Purchasing.

For FY 2013, if the University increased the dollar limits of our Student Life delegated buyers from $5,000 to $25,000, Univ. Purchasing could reduce their workload by the following approximate number and percent of Student Life requisitions and associated change orders:

<table>
<thead>
<tr>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>437</td>
<td>86.7%</td>
</tr>
</tbody>
</table>

### Total non-eStores Requisitions and associated Change Orders by Month and Dollar Stratification:

<table>
<thead>
<tr>
<th>FY Dollar Amounts</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
<th>% Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011 &lt;= $1,000</td>
<td>76</td>
<td>14</td>
<td>34</td>
<td>30</td>
<td>28</td>
<td>19</td>
<td>19</td>
<td>16</td>
<td>33</td>
<td>55</td>
<td>38</td>
<td>84</td>
<td>446</td>
<td>24.3%</td>
</tr>
<tr>
<td>2011 &lt;= $5,000</td>
<td>67</td>
<td>17</td>
<td>26</td>
<td>21</td>
<td>25</td>
<td>14</td>
<td>20</td>
<td>11</td>
<td>41</td>
<td>43</td>
<td>35</td>
<td>62</td>
<td>382</td>
<td>20.8%</td>
</tr>
<tr>
<td>2011 &lt;= $10,000</td>
<td>64</td>
<td>21</td>
<td>30</td>
<td>9</td>
<td>14</td>
<td>16</td>
<td>23</td>
<td>15</td>
<td>27</td>
<td>20</td>
<td>16</td>
<td>76</td>
<td>331</td>
<td>18.0%</td>
</tr>
<tr>
<td>2011 &lt;= $25,000</td>
<td>84</td>
<td>19</td>
<td>22</td>
<td>12</td>
<td>18</td>
<td>9</td>
<td>16</td>
<td>11</td>
<td>17</td>
<td>23</td>
<td>21</td>
<td>136</td>
<td>388</td>
<td>21.1%</td>
</tr>
<tr>
<td>2011 &gt;$25,000</td>
<td>75</td>
<td>23</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>5</td>
<td>2</td>
<td>7</td>
<td>15</td>
<td>14</td>
<td>9</td>
<td>131</td>
<td>291</td>
<td>15.8%</td>
</tr>
<tr>
<td>2011 FY Total</td>
<td>366</td>
<td>94</td>
<td>116</td>
<td>74</td>
<td>89</td>
<td>63</td>
<td>80</td>
<td>60</td>
<td>133</td>
<td>155</td>
<td>119</td>
<td>489</td>
<td>1,838</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

| 2012 <= $1,000   | 45  | 28  | 21  | 40  | 33  | 27  | 23  | 17  | 23  | 27  | 15  | 18  | 317      | 22.1%  |
| 2012 <= $5,000   | 34  | 31  | 24  | 20  | 18  | 35  | 12  | 24  | 33  | 21  | 15  | 13  | 280      | 19.5%  |
| 2012 <= $10,000  | 45  | 29  | 17  | 22  | 21  | 16  | 4   | 13  | 22  | 20  | 28  | 62  | 299      | 20.9%  |
| 2012 <= $25,000  | 36  | 23  | 18  | 16  | 9   | 9   | 10  | 15  | 7   | 15  | 23  | 135 | 316      | 22.1%  |
| 2012 >$25,000    | 28  | 14  | 7   | 1   | 4   | 7   | 4   | 7   | 6   | 8   | 16  | 119 | 221      | 15.4%  |
| 2012 FY Total    | 188 | 125 | 87  | 99  | 85  | 94  | 53  | 76  | 91  | 91  | 97  | 347 | 1,433    | 100.0% |

| 2013 thru Qtr1 <= $1,000 | 30 | 27 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 73 | 14.5% |
| 2013 thru Qtr1 <= $5,000 | 48 | 34 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 107 | 21.2% |
| 2013 thru Qtr1 <= $10,000 | 70 | 37 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 125 | 24.8% |
| 2013 thru Qtr1 <= $25,000 | 93 | 21 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 132 | 26.2% |
| 2013 thru Qtr1 >=$25,000 | 40 | 13 | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 67 | 13.3% |
| 2013 thru Qtr1 FY Total | 281 | 132 | 91 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 504 | 100.0% |

Source: University's "POB101DW" Purchase Order Report for Student Life. Data presented excludes Schottenstein Center, Fawcett Center, Drake, and Blackwell for the above fiscal years. [Query 308a]
## Office of Student Life

### Total Vouchers Processed by Fiscal Year

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>4,850</td>
<td>5,035</td>
<td>5,943</td>
<td>7,599</td>
<td>7,342</td>
<td>5,987</td>
<td>5,772</td>
<td>5,955</td>
<td>6,910</td>
<td>6,613</td>
<td>6,970</td>
<td>6,534</td>
<td>75,510</td>
</tr>
<tr>
<td>2012</td>
<td>4,132</td>
<td>4,585</td>
<td>4,851</td>
<td>6,510</td>
<td>6,612</td>
<td>5,459</td>
<td>5,880</td>
<td>6,670</td>
<td>6,123</td>
<td>6,389</td>
<td>6,558</td>
<td>6,214</td>
<td>69,983</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>4,167</td>
<td>5,760</td>
<td>6,037</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>15,964</td>
</tr>
</tbody>
</table>

### Monthly Total Change (from prior fiscal year)

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 thru Qtr1</td>
<td>35</td>
<td>1,175</td>
<td>1,186</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-54,019</td>
</tr>
</tbody>
</table>

### Monthly % Changes (from prior fiscal year)

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>-14.8%</td>
<td>-8.9%</td>
<td>-18.4%</td>
<td>-14.3%</td>
<td>-9.9%</td>
<td>-8.8%</td>
<td>1.9%</td>
<td>12.0%</td>
<td>-11.4%</td>
<td>-3.4%</td>
<td>-5.9%</td>
<td>-4.9%</td>
<td>-7.3%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>0.8%</td>
<td>25.6%</td>
<td>24.4%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>-77.2%</td>
</tr>
</tbody>
</table>

---

**Student Life Total Vouchers Processed by Month**

- **2011**: 75,510
- **2012**: 69,983
- **2013 thru Qtr1**: 15,964

**Note** that for FY 2012, there was a 14.4% increase in the number of purchasing card purchases. In FY 2011, the Ohio Union opened, resulting in more vouchers due to the start-up.

**Source:** University's "91 Data. [Query 404b]
**Purpose:** To identify changes in the types of vouchers processed by FSS, by FY.

**Use:** To help identify and predict the voucher-type focus for FSS staff members.

<table>
<thead>
<tr>
<th>Type</th>
<th>FY 2011</th>
<th>FY 2012</th>
<th>FY 2013 thru Qtr1</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDI</td>
<td>20.8%</td>
<td>19.4%</td>
<td>20.2%</td>
</tr>
<tr>
<td>General</td>
<td>60.5%</td>
<td>59.6%</td>
<td>57.7%</td>
</tr>
<tr>
<td>Refunds</td>
<td>1.2%</td>
<td>1.7%</td>
<td>0.7%</td>
</tr>
<tr>
<td>Travel</td>
<td>1.4%</td>
<td>1.5%</td>
<td>1.4%</td>
</tr>
<tr>
<td>BuckID</td>
<td>7.8%</td>
<td>9.2%</td>
<td>9.6%</td>
</tr>
<tr>
<td>Utilities</td>
<td>8.2%</td>
<td>8.6%</td>
<td>10.4%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

**Source:** University's "91 Data". [Query 405]
Purpose: To improve operational efficiencies of our Student Life units, the service center, and to maintain effective vendor relationships by making timely payments to the vendors.

The number of vouchers in "match exception" represent invoices/vouchers that are "blocked" from being paid by the PeopleSoft system. Typical reasons for items being in match exception include the invoice amount exceeds the available balance on the purchase order, and information on the invoice detail line does not agree to the purchase order details. Each situation must be researched, coordinated and corrected before the vendor is paid.

<table>
<thead>
<tr>
<th>Prior FY Quarter End</th>
<th>Vouchers in Match Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>University</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>9/30/2011</td>
<td>300</td>
</tr>
<tr>
<td>12/31/2011</td>
<td>274</td>
</tr>
<tr>
<td>3/31/2012</td>
<td>236</td>
</tr>
<tr>
<td>6/30/2012</td>
<td>804</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current FY Quarter End</th>
<th>Vouchers in Match Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>University</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>9/30/2012</td>
<td>834</td>
</tr>
<tr>
<td>12/31/2012</td>
<td>0</td>
</tr>
<tr>
<td>3/31/2013</td>
<td>0</td>
</tr>
<tr>
<td>6/30/2013</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY</th>
<th>SL Total QTR 1</th>
<th>% Dif</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>40</td>
<td>N/A</td>
</tr>
<tr>
<td>2013</td>
<td>52</td>
<td>30.0%</td>
</tr>
</tbody>
</table>

The volume of match exceptions is much higher for the first quarter of FY13 than in FY12 for the entire university. There are a number of new contracts in place for the university that are resulting in purchase orders that were not approved by Purchasing and have resulted in payments being delayed. We are continuing to work with Purchasing to correct these situations.
### Total Deposit Bags Processed by the FSS Deposit Center.

<table>
<thead>
<tr>
<th>FY</th>
<th>Location/Opn</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
<th>Percent Total</th>
<th>CDS Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>Buck-ID</td>
<td>18</td>
<td>23</td>
<td>23</td>
<td>23</td>
<td>20</td>
<td>15</td>
<td>25</td>
<td>22</td>
<td>23</td>
<td>27</td>
<td>20</td>
<td>25</td>
<td>264</td>
<td>0.8%</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>Buck-ID</td>
<td>60</td>
<td>62</td>
<td>79</td>
<td>93</td>
<td>92</td>
<td>93</td>
<td>92</td>
<td>97</td>
<td>104</td>
<td>101</td>
<td>101</td>
<td>82</td>
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<td>3.0%</td>
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<tr>
<td>2012</td>
<td>CCS</td>
<td>8</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>11</td>
<td>9</td>
<td>8</td>
<td>5</td>
<td>8</td>
<td>9</td>
<td>8</td>
<td>96</td>
<td>96</td>
<td>0.3%</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>CCS</td>
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<td>8</td>
<td>7</td>
<td>6</td>
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<td>8</td>
<td>9</td>
<td>8</td>
<td>96</td>
<td>96</td>
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<tr>
<td>2012</td>
<td>Fiscal SptSvc</td>
<td>7</td>
<td>17</td>
<td>27</td>
<td>17</td>
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<td>10</td>
<td>27</td>
<td>19</td>
<td>24</td>
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</tr>
<tr>
<td>2013</td>
<td>Fiscal SptSvc</td>
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<td>54</td>
<td>168</td>
<td>319</td>
<td>272</td>
<td>186</td>
<td>280</td>
<td>319</td>
<td>222</td>
<td>336</td>
<td>317</td>
<td>199</td>
<td>2,677</td>
<td>7.6%</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>Housing</td>
<td>57</td>
<td>38</td>
<td>26</td>
<td>11</td>
<td>25</td>
<td>22</td>
<td>25</td>
<td>24</td>
<td>63</td>
<td>79</td>
<td>82</td>
<td>87</td>
<td>539</td>
<td>1.5%</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>Housing</td>
<td>5</td>
<td>54</td>
<td>168</td>
<td>319</td>
<td>272</td>
<td>186</td>
<td>280</td>
<td>319</td>
<td>222</td>
<td>336</td>
<td>317</td>
<td>199</td>
<td>2,677</td>
<td>7.6%</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>Ohio Union</td>
<td>47</td>
<td>42</td>
<td>46</td>
<td>47</td>
<td>50</td>
<td>50</td>
<td>48</td>
<td>47</td>
<td>63</td>
<td>56</td>
<td>73</td>
<td>625</td>
<td>7.6%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>Ohio Union</td>
<td>47</td>
<td>42</td>
<td>46</td>
<td>47</td>
<td>50</td>
<td>50</td>
<td>48</td>
<td>47</td>
<td>63</td>
<td>56</td>
<td>73</td>
<td>625</td>
<td>7.6%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>Rec Sports</td>
<td>176</td>
<td>227</td>
<td>235</td>
<td>230</td>
<td>215</td>
<td>151</td>
<td>246</td>
<td>224</td>
<td>208</td>
<td>206</td>
<td>164</td>
<td>178</td>
<td>2,460</td>
<td>7.0%</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>Rec Sports</td>
<td>272</td>
<td>334</td>
<td>402</td>
<td>606</td>
<td>616</td>
<td>319</td>
<td>625</td>
<td>686</td>
<td>585</td>
<td>773</td>
<td>784</td>
<td>393</td>
<td>6,495</td>
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</tr>
<tr>
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<td>Stu HthSvc</td>
<td>318</td>
<td>382</td>
<td>577</td>
<td>897</td>
<td>756</td>
<td>411</td>
<td>769</td>
<td>807</td>
<td>684</td>
<td>886</td>
<td>797</td>
<td>481</td>
<td>7,765</td>
<td>22.2%</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>Stu HthSvc</td>
<td>252</td>
<td>286</td>
<td>780</td>
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<td>1,254</td>
<td>577</td>
<td>1,352</td>
<td>1,482</td>
<td>1,320</td>
<td>1,640</td>
<td>1,724</td>
<td>611</td>
<td>13,093</td>
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</tr>
<tr>
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<td>17</td>
<td>24</td>
<td>32</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>205</td>
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</tr>
<tr>
<td>2013</td>
<td>CDS-Raney</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
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<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>205</td>
<td>2.8%</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>CDS-Ohio</td>
<td>190</td>
<td>232</td>
<td>270</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>692</td>
<td>9.6%</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>CDS-Ohio</td>
<td>190</td>
<td>232</td>
<td>270</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>692</td>
<td>9.6%</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>Rec Sports</td>
<td>66</td>
<td>71</td>
<td>54</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>191</td>
<td>2.6%</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>Rec Sports</td>
<td>66</td>
<td>71</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>191</td>
<td>2.6%</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>Stu HthSvc</td>
<td>140</td>
<td>198</td>
<td>143</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>481</td>
<td>6.7%</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>Stu HthSvc</td>
<td>377</td>
<td>448</td>
<td>606</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,431</td>
<td>19.8%</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>CDS-Raney</td>
<td>389</td>
<td>564</td>
<td>692</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,645</td>
<td>22.8%</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>CDS-Raney</td>
<td>227</td>
<td>663</td>
<td>1,350</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2,240</td>
<td>31.0%</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>CDS-Ohio</td>
<td>1,081</td>
<td>1,336</td>
<td>1,611</td>
<td>1,744</td>
<td>1,925</td>
<td>2,005</td>
<td>2,056</td>
<td>2,154</td>
<td>2,351</td>
<td>2,356</td>
<td>2,193</td>
<td>31,720</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>CDS-Ohio</td>
<td>1,202</td>
<td>1,450</td>
<td>2,347</td>
<td>4,140</td>
<td>3,307</td>
<td>1,829</td>
<td>3,456</td>
<td>3,717</td>
<td>3,251</td>
<td>4,120</td>
<td>4,053</td>
<td>2,136</td>
<td>35,008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>Total</td>
<td>1,554</td>
<td>2,390</td>
<td>3,275</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7,219</td>
<td>100.0%</td>
<td>73.6%</td>
</tr>
</tbody>
</table>
Office of Student Life
Total Deposit Bags Processed
by Fiscal Year

As of the end of Fiscal Period: 3

<table>
<thead>
<tr>
<th>FY</th>
<th>Total FYTD</th>
<th>% Dif</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>4,228</td>
<td>N/A</td>
</tr>
<tr>
<td>2012</td>
<td>4,999</td>
<td>18.2%</td>
</tr>
<tr>
<td>2013</td>
<td>7,219</td>
<td>44.4%</td>
</tr>
</tbody>
</table>
Purpose: To identify changes in payment methods associated with the general ledger cash account (11010), by fiscal year.

Use: To help identify and predict changes in payment methods.

<table>
<thead>
<tr>
<th></th>
<th>FY Total 2011</th>
<th>FY Total 2012</th>
<th>FY T0 DATE 2013 thru Qtr1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash &amp; Check Amt</td>
<td>38.7%</td>
<td>35.7%</td>
<td>32.7%</td>
</tr>
<tr>
<td>Credit Card Amt</td>
<td>61.3%</td>
<td>64.3%</td>
<td>67.3%</td>
</tr>
<tr>
<td>Total</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
<tr>
<td>Amount</td>
<td>12,940,612</td>
<td>12,829,039</td>
<td>3,136,227</td>
</tr>
</tbody>
</table>

Source: University's "91 Data". [Query 881]
Purpose: To identify the general ledger line transactions for Student Life, required to be reconciled, by FY.

Use: To help identify and predict the general ledger transaction volumes.

**Total Student Life Journal Entry Lines by Month:**

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 thru Qtr1</td>
<td>21,641</td>
<td>27,166</td>
<td>29,304</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>78,111</td>
</tr>
</tbody>
</table>

**Monthly Total Change (from prior fiscal year):**

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>-682</td>
<td>1,865</td>
<td>724</td>
<td>-925</td>
<td>4,717</td>
<td>1,859</td>
<td>3,249</td>
<td>11,071</td>
<td>2,896</td>
<td>1,211</td>
<td>4,329</td>
<td>5,798</td>
<td>35,912</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>2,373</td>
<td>4,837</td>
<td>5,443</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-267,109</td>
</tr>
</tbody>
</table>

**Monthly % Changes (from prior fiscal year):**

<table>
<thead>
<tr>
<th>FY</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>-3.4%</td>
<td>9.1%</td>
<td>3.1%</td>
<td>-3.1%</td>
<td>17.3%</td>
<td>7.8%</td>
<td>13.8%</td>
<td>43.2%</td>
<td>10.0%</td>
<td>4.3%</td>
<td>14.2%</td>
<td>19.6%</td>
<td>11.6%</td>
</tr>
<tr>
<td>2013 thru Qtr1</td>
<td>12.3%</td>
<td>21.7%</td>
<td>22.8%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>-77.4%</td>
</tr>
</tbody>
</table>

Source: University’s “91 Data”. [Query S01b] and verification with Student Life GL Reconciliation Totals. Excludes transactions for the Schottenstein Center, Fawcett Center, Blackwell, Drake, and any “Allocation” transactions entered by the University, such as Overhead.
June totals for FY 2011 include audit adjustments for the fiscal year. As of the end of the 1st Qtr FY2013, the FY2012 audit adjustments have not been made by the university.
In FY2013, volumes are impacted by the university moving to semesters.
Fiscal Year: 2013

Total Journal Entry Lines by Type and Month:

<table>
<thead>
<tr>
<th>Month</th>
<th>Deposits</th>
<th>IDBs</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>563</td>
<td>1,645</td>
<td>4,230</td>
</tr>
<tr>
<td>Aug</td>
<td>2,642</td>
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Source: University's "91" General Ledger Detail

Some of the above totals represent journal lines provided by some of our Student Life units as spreadsheet uploads. All FSS-originated journal entry lines are reviewed for compliance and supporting documentation by the FSS accountants. The JE line totals differ from the total Student Life journal entry lines because of automated entries and entries entered by other University operations, such as University Mail, Stores, OCIO (telecommunications), etc. In FY2013, the university switched to semesters, resulting in a significant increase at the beginning of the school year. [Q508a]
### Fiscal Year 2013 Policy Exceptions

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<th># FYTD PCard Transactions</th>
<th># FYTD Purchase Transactions</th>
<th># Expenditure Policy Exceptions</th>
<th>Expenditure Percent of Exceptions</th>
<th>FYTD Travel Vouchers</th>
<th># Travel Exceptions</th>
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Source: Q016ab Q016b Q016cb Verified with Purchase Totals

### Color Criteria

- **Expenditures**
  - < = 3%: Green
  - >3% & < = 5%: Yellow
  - >5%: Red

- **Travel**
  - < = 5%: Green
  - >5% & < = 10%: Yellow
  - >10%: Red