

THE WOODY YEARS

PURCHASING

2010 - 2017



PURCHASING OPERATIONS - ACCOMPLISHMENTS

- **An average of 4,020 purchase orders are processed annually.**
- **An average of 121 formal or informal quotes are done on an annual basis.**
- **Bid specifications are being posted online.**
- **Vendor registration is online.**
- **Formal bids are being advertised through social media.**

PURCHASING OPERATIONS — GOALS

- **Convert to laser printed purchases orders.**
- **Distribute copies of purchase orders electronically.**
- **Update the existing Purchasing Manual.**
- **Reconstitute the Purchasing Commission.**