

Guam Community College - Materials Management Office (MMO)

Updated: October 10, 2022

FY22 Buyer I Report: Requisition Processing

Goal 90% requisition approved within 7 days

Month	Total Count	Completed (within 7 days)	%	Notes
OCTOBER 2021	121	120	99.17%	
Regular Requisitions	-			(1) TRMA cancelled due to change of FOAP to CARES2 funding
Kumision i Fino' CHamoru	-			
Bids / Contracts	-			
GCC Bookstore	-			
Educational Consultant	-			
Professional Development Review Committee (PDRC) / Staff Development	-			
Travel Authorizations (TA)	-			
Cancelled Requisitions	-			
NOVEMBER 2021	150	148	98.67%	
Regular Requisitions	-			(2) cancelled due to change of FOAP
Kumision i Fino' CHamoru	-			
Bids / Contracts	-			
GCC Bookstore	-			
Educational Consultant	-			
Professional Development Review Committee (PDRC) / Staff Development	-			
Travel Authorizations (TA)	-			
Cancelled Requisitions	-			
DECEMBER 2021	5	1	20.00%	
Regular Requisitions	-			(4) in the process of approval
Kumision i Fino' CHamoru	-			
Bids / Contracts	-			
GCC Bookstore	-			
Educational Consultant	-			
Professional Development Review Committee (PDRC) / Staff Development	-			
Travel Authorizations (TA)	-			
Cancelled Requisitions	-			
QUARTER I TOTALS:	276	269	97.46%	

**Note: Report conducted by previous Buyer I, Roland Manglona

Month	Total Count	Completed (within 7 days)	%	Notes
JANUARY 2022	104	98	94.23%	
Regular Requisitions	-			
Kumision i Fino' CHamoru	-			
Bids / Contracts	-			
GCC Bookstore	-			
Educational Consultant	-			
Professional Development Review Committee (PDRC) / Staff Development	-			
Travel Authorizations (TA)	-			
Cancelled Requisitions	-			
FEBRUARY 2022	116	114	98.28%	
Regular Requisitions	-			
Kumision i Fino' CHamoru	-			
Bids / Contracts	-			
GCC Bookstore	-			
Educational Consultant	-			
Professional Development Review Committee (PDRC) / Staff Development	-			
Travel Authorizations (TA)	-			
Cancelled Requisitions	-			
MARCH 2022	140	110	78.57%	
Regular Requisitions	-			(1) R2200823 Payless - Pending Processing (2) R2200866 Home Depot & R2200892 Icon - Requisitions cancelled (27) Requisitions processed over 7 days
Kumision i Fino' CHamoru	-			
Bids / Contracts	-			
GCC Bookstore	-			
Educational Consultant	-			
Professional Development Review Committee (PDRC) / Staff Development	-			
Travel Authorizations (TA)	-			
Cancelled Requisitions	-			
QUARTER II TOTALS:	360	322	89.44%	

** Note: Reporting is based on what was logged into FY2022 Assessment Requisition Log

Month	Total Count	Completed (within 7 days)	%	Notes
APRIL 2022	91	87	95.60%	
Regular Requisitions	75			(1) Requisition was cancelled. (3) Requisitions were processed after 7 days due to delay in providing supporting documents.
Kumision i Fino' CHamoru	0			
Bids / Contracts	3			
GCC Bookstore	3			
Educational Consultant	4			
Professional Development Review Committee (PDRC) / Staff Development	1			
Travel Authorizations (TA)	4			
Cancelled Requisitions	1			
MAY 2022	90	86	95.56%	
Regular Requisitions	68			(3) Requisitions was cancelled. (1) Requisitions were processed after 7 days.
Kumision i Fino' CHamoru	5			
Bids / Contracts	3			
GCC Bookstore	7			
Educational Consultant	0			
Professional Development Review Committee (PDRC) / Staff Development	2			
Travel Authorizations (TA)	2			
Cancelled Requisitions	3			
JUNE 2022	232	150	64.66%	
Regular Requisitions	136			(1) Requisition was cancelled (81) Requisitions were processed after 7 days. A majority of the requisitions were from Kumision due to a delay in providing supporting documents. This is also a common reason for a delay in GCC's requisitions
Kumision i Fino' CHamoru	76			
Bids / Contracts	2			
GCC Bookstore	5			
Educational Consultant	3			
Professional Development Review Committee (PDRC) / Staff Development	0			
Travel Authorizations (TA)	9			
Cancelled Requisitions	1			
QUARTER III TOTALS:	413	323	78.21%	

Month	Total Count	Completed (within 7 days)	%	Notes
JULY 2022	159	127	79.87%	
Regular Requisitions	136			(6) Requisitions were cancelled (26) Requisitions were processed after 7 days. A majority of the reasons were due to delay in Buyer I's processing, lack of supporting documents by the departments, and the large amount was the lack of clarification regarding the duplicate Open PO's for Culinary. This was later clarified in September 2022 and processed thereafter.
Kumision i Fino' CHamoru	0			
Bids / Contracts	5			
GCC Bookstore	3			
Educational Consultant	1			
Professional Development Review Committee (PDRC) / Staff Development	0			
Travel Authorizations (TA)	8			
Cancelled Requisitions	6			
AUGUST 2022	196	162	82.65%	
Regular Requisitions	170			(10) Requisitions were cancelled (24) Requisitions were processed after 7 days. A majority of the reasons were due to delay in Buyer I's processing and the lack of supporting documents by the departments.
Kumision i Fino' CHamoru	0			
Bids / Contracts	1			
GCC Bookstore	3			
Educational Consultant	1			
Professional Development Review Committee (PDRC) / Staff Development	1			
Travel Authorizations (TA)	10			
Cancelled Requisitions	10			
SEPTEMBER 2022	121	112	92.56%	
Regular Requisitions	93			(4) Requisitions were cancelled (3) of Kumisions requisitions were not processed due to lack of supporting documentation in a timely manner (2) Requisitions processed after 7 days due to lack of supporting documents
Kumision i Fino' CHamoru	6			
Bids / Contracts	2			
GCC Bookstore	4			
Educational Consultant	11			
Professional Development Review Committee (PDRC) / Staff Development	0			
Travel Authorizations (TA)	1			
Cancelled Requisitions	4			
QUARTER IV TOTALS:	476	401	84.24%	

FY2022 TOTAL	1525	1315	86.23%
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