

Guam Community College - Materials Management Office (MMO)

Updated: April 11, 2023

FY23 MMO Requisition Processing Assessment

AUO#1 FA2022-SP2023 Budget Goal Procurement of Goods & Services

Outcome: To support educational programs by ensuring the timely procurement of goods and services for college programs/courses, departments, and other student activities.

Measurement: Ninety percent (90%) of electronic requisitions received in MMO's queue will be processed into a purchase order within seven (7) working days

Month	Total Count	Completed (within 7 days)	%	Notes
OCTOBER 2022	83	71	85.54%	
Regular Requisitions	74			(6) Requisitions were cancelled (12) Requisitions were processed after 7 days due to delay in Buyer's processing time and first time experiencing fiscal year beginning. (16) Requisitions delayed due to lack of supporting documents, incorrect item and price input. NOTE: (6) Cancelled requisitions & (16) Requisition delays by department were not included in the Total Count
Kumision i Fino' CHamoru	0			
Bids / Contracts	17			
GCC Bookstore	1			
Educational Consultant	0			
Professional Development Review Committee (PDRC)	1			
Staff Development	1			
Travel Authorizations (TA)	5			
Cancelled Requisitions	6			
Month	Total Count	Completed (within 7 days)	%	Notes
NOVEMBER 2022	114	107	93.86%	
Regular Requisitions	125			(3) Cancelled Requisitions (7) Pending PO Approval (14) Unprocessed as of 12/5/2022 (21) Requisitions were processed after 7 days. Delay are due to requisitions having either a lack of supporting document, incorrect item and price input, and the Buyer's processing time. Note: (3) Cancelled requisition, (21) Requisition delays by department, & (14) Unprocessed requisitions were not included in Total Count
Kumision i Fino' CHamoru	3			
Bids / Contracts	8			
GCC Bookstore	3			
Educational Consultant	1			
Professional Development Review Committee (PDRC)	0			
Staff Development	0			
Travel Authorizations (TA)	9			
Cancelled Requisitions	3			
Month	Total Count	Completed (within 7 days)	%	Notes
DECEMBER 2022	93	76	81.72%	
Regular Requisitions	134			(4) Requisitions were cancelled (66) Requisitions were processed after 7 days. Delays are due to requisitions having either a lack of supporting document, incorrect item and price input, and the Buyer's processing time. NOTE: (4) Cancelled requisitions, (5) Requisition delays by department, & (49) Held culinary open PO due to duplication, were not included in Total Count
Kumision i Fino' CHamoru	6			
Bids / Contracts	2			
GCC Bookstore	0			
Educational Consultant	0			
Professional Development Review Committee (PDRC)	1			
Staff Development	0			
Travel Authorizations (TA)	4			
Cancelled Requisitions	4			
QUARTER I TOTALS:	290	254	87.59%	

Month	Total Count	Completed (within 7 days)	%	Notes
JANUARY 2023	66	56	84.85%	
Regular Requisitions	61			(3) Requisitions were cancelled (15) Requisitions were processed after 7 days. Delays are due to requisitions having either a lack of supporting document, incorrect item and price input, and the Buyer's processing time. NOTE: (3) Cancelled requisitions & (14) Requisition delays by department were not included in Total Count
Kumision i Fino' CHamoru	10			
Bids / Contracts	2			
GCC Bookstore	4			
Educational Consultant	1			
Professional Development Review Committee (PDRC)	1			
Staff Development	1			
Travel Authorizations (TA)	0			
Cancelled Requisitions	3			
Month	Total Count	Completed (within 7 days)	%	Notes
FEBRUARY 2023	104	90	86.54%	
Regular Requisitions	99			(10) Requisitions were cancelled (20) Requisitions were processed after 7 days. Delays are due to requisitions having either a lack of supporting document, incorrect item and price input, and the Buyer's processing time. NOTE: (10) Cancelled requisitions & (5) Requisition delays by department were not included in Total Count
Kumision i Fino' CHamoru	4			
Bids / Contracts	2			
GCC Bookstore	1			
Educational Consultant	1			
Professional Development Review Committee (PDRC)	0			
Staff Development	0			
Travel Authorizations (TA)	2			
Cancelled Requisitions	10			
Month	Total Count	Completed (within 7 days)	%	Notes
MARCH 2023	96	93	96.88%	
Regular Requisitions	86			(7) Requisitions were cancelled (13) Requisitions were processed after 7 days. Delays are due to requisitions having either a lack of supporting document, incorrect item and price input, and the Buyer's processing time. NOTE: (7) Cancelled requisitions & (5) Requisition delays by department were not included in Total Count
Kumision i Fino' CHamoru	2			
Bids / Contracts	0			
GCC Bookstore	3			
Educational Consultant	5			
Professional Development Review Committee (PDRC)	2			
Staff Development	1			
Travel Authorizations (TA)	2			
Cancelled Requisitions	7			
QUARTER II TOTALS:	266	239	89.85%	