

DEPARTMENT PROGRAM AND BUDGET SUMMARY FOR 2016-17

DEPARTMENT: [Procurement, Contract, Warehouse, and Mail Services](#)

DIVISION: Business & Finance

PURPOSE: The Procurement & Contracts, Warehouse and Mail Services Department manages the acquisition, delivery and inventory of all equipment, services & supplies with fiscal and legal responsibility; and provides mail delivery services to our students and staff. The department strives to deliver excellent customer service in an efficient and effective manner.

DEPARTMENT PLANS

1. Department Goals 2016-17 <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i>
Increase use of bulk mailing
Improve product delivery turnaround

2. Department Actions <i>What do you do? What are your strategies, programs and services?</i>	<i>Will this take additional resources to do in 2016-17?</i>
Provide bulk mailing training to department and school site staff	
Evaluate processes and systems at warehouse	

3. Metrics <i>How will you measure impact?</i>	<i>Do you have baseline data from previous year(s)?</i>
Reduce postage cost by 5%	
Decrease delivery time from receipt at warehouse to delivery at site or department 10%	