

On September 5<sup>th</sup>, 2017, Purchasing Services is reorganizing requisition responsibilities for Purchasing Agents according to the type of goods and services being purchased. Currently, requisitions are primarily assigned via workflow to Purchasing Agents based on the college or department entering the requisition. With this reorganization, requisitions will be assigned to Purchasing Agents according to Item Category.

This is an initial step towards establishing a strategic sourcing based procurement department better oriented to serve the University. By assigning requisitions to Purchasing Agents according to Item Category, we will:

- better identify common sourcing needs and opportunities along with the affected stakeholder(s),
- find available best value contracts to adopt,
- increase our marketplace knowledge on a commodity basis,
- establish new and diverse sources of supply,
- drive improved supplier performance on price, quality, and timeliness, and
- provide more proactive and comprehensive service to the University community.

The workflow routing change does not affect the regional institutions, USFSP and USFSM, but they will continue to be part of the overall strategic sourcing transformation effort for the USF System.

For the Tampa Campus, the workflow routing change means you will potentially be working with various Purchasing Agents, rather than just the one currently assigned to your college or department. With that in mind, a list of Item Categories by assigned Purchasing Agent will be made available prior to the reorganization effective date. Additionally, the public query U\_FIND\_NEXT\_APPROVER is a helpful resource you can use to identify the Purchasing Agent assigned a specific requisition.

Further communications and information will follow.