

## Administrative Information Management System (AIMS)

### *What's Changing: Purchasing Supplies*



With the implementation of AIMS, there will be changes in the way we perform daily functions. One of these areas is purchasing. Previously, staff requisitioned supplies as needed. After the AIMS implementation, there will be designated staff who will submit purchase requisitions.

These individuals will be identified by their directors or managers. This new process has several advantages:

- Supervisors will direct purchase requests to the designated individuals who are able to compile orders, lightening the workload for Managers who will then approve large orders rather than numerous requisitions.
  - This allows the individual requisitioning supplies to become a purchasing process expert for their area.
- Developing these skills creates efficiencies for the area and reduces the assistance required to support individuals who may only order supplies occasionally.

The advantage also extends to controlling costs, as there is greater awareness of current licensing agreements. Information will be shared as to who the designated individuals are within your area, as those decisions are made.