

### **Purchasing Supervisor Checklist**

*Mark the tasks that this position will be expected to perform.*

- ☐ Serving in an advisory role to departments, including acting as a resource to RFP teams
- ☐ Deciding on the feasibility for purchasing/contracting requests
- ☐ Researching, analyzing, and evaluating RFP criteria according to governing laws and regulations
- ☐ Evaluate bidder/offerer responses for compliance
- ☐ Negotiate deviations with vendors or agencies
- ☐ Evaluate vendor performance for compliance
- ☐ Information dissemination for advice/expertise
- ☐ Track expenditures
- ☐ Inventory and monitor supplies
- ☐ Develop specifications for daily/weekly purchase not under quarterly contracts
- ☐ Prepares/Processes contracts, purchase orders, requisitions, and payment vouchers
- ☐ Coordinate ordering, delivery and storage of supplies
- ☐ Performs best price comparison for products
- ☐ Ensure products received meet ordering specification
- ☐ Oversee purchasing, receiving, and delivery of products of products for all venues under their responsibility
- ☐ Prepare legally binding agreements with vendors
- ☐ Understand terminology of area for which they purchase
- ☐ Investigate potential product sources
- ☐ Write sole brand and sole source justification
- ☐ Serving in an advisory role to departments, including acting as a resource to RFP teams
- ☐ Update specifications
- ☐ Prepare and monitor estimates, costs, and bids
- ☐ Purchase equipment under the direction of supervisor
- ☐ Oversee and/or perform physical inventories
- ☐ Responsible for administration of cost and prime vendor system
- ☐ Purchase all office and capital items
- ☐ Comparison shop for items and purchase equipment under the direction of the supervisor
- ☐ Buys secure stock
- ☐ Developing RFP proposal scoring and evaluation methods
- ☐ May conduct market research and testing of new food or equipment
- ☐ Gathers data on product shortages, price changes, etc. to determine if current vendor services meet contract standards to assure the department stays current with market trends
- ☐ Developing RFP proposal scoring and evaluation methods
- ☐ May represent the department or company at meetings, seminars, or workshops.
- ☐ Recommend removal from vendor's list