Date: July 19, 2004

To: Selected Requestors

From: Robert S. Todaro
Purchasing Officer

Subject: Requestor Transactional Survey

This survey will be used to obtain your perceptions in regards to the Purchasing Department and assess the manner in which we meet your expectations. Some of the questions are specific to the purchase order designated, while others are general in your overall assessment of the functions provided by the Purchasing Department. Upon completion, please submit your responses back to Kimberly Swanson by August 2, 2004.

Purchase Order #: ____________
Buyer: ____________

Please rate the extent to which you agree with each statement on the following scale:

5=Strongly Agree  4=Mostly Agree  3=Agree  2=Somewhat Disagree  1=Strongly Disagree  0=No Opinion

**TIMELINESS**
A. The purchase order was placed in a timely manner. _____
B. The purchased material and/or service was received on time. _____
C. The Buyer was highly motivated and committed to supporting the Laboratory’s scientific mission. _____

**QUALITY**
A. The purchased material and/or service was received in accordance with the purchase requisition requirements. _____

**SCHEDULE**
A. The buyer was able to meet my schedule for acquisition of the material and/or services. _____
B. The buyer was supportive of project schedule requirements. _____

**BEST VALUE**
A. The buyer got the order placed in an efficient and cost effective manner. _____
EXHIBIT II

COMMUNICATIONS

A. The buyer returned my calls and e-mail promptly. ____

B. The buyer was quick to communicate any information which impacted my work. ____

C. The buyer answered questions courteously and knowledgeably. ____

PERFORMANCE AGAINST STANDARD/COMMITMENT

A. The buyer exhibits flexibility and a “can do” attitude while maintaining the highest levels of integrity and ethics. ____

B. There is a high degree of respect between the buyer and myself (as the customer). ____

C. The buyer demonstrates that he/she truly care about providing good service. ____

OVERALL SATISFACTION

A. Purchasing personnel are knowledgeable and well-trained in the products and/or services they procure. ____

B. The buyer understood and was responsive to my specific needs. ____

C. As the customer, I appreciated the buyer’s efforts and know that he/she will make every effort to meet my needs whenever possible. ____

D. The buyer does as he/she says and follow through on his/her promises. ____