



## SLAC PURCHASING DEPARTMENT SURVEY

To:

From: Robert S. Todaro  
Purchasing Officer

Subject: Purchase Order Survey

The Purchasing Department is currently measuring its performance for Fiscal Year 2006. 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. Please complete the following survey and submit your responses via email to Kimberly Swanson by August 11, 2006. All survey questions are specific to the purchase order designated below. Thank you for your time and participation.

To reply, simply click on the 'reply' button, place an 'X' next to the response most in accordance with your level of agreement with each of the following statements, and click 'send'.

**Purchase Order #:**

**Vendor:**

**PO Date:**

**Buyer:**

**For more information:**

1. The procurement was processed in a professional and ethical manner. YES\_\_\_  
NO\_\_\_
2. In general, you feel that you are treated as a professional by the Purchasing Department. YES\_\_\_  
NO\_\_\_
3. The Buyer/Subcontract Administrator was responsive to your needs. YES\_\_\_  
NO\_\_\_
4. The Buyer/Subcontract Administrator completed the order in a timely manner. YES\_\_\_  
NO\_\_\_
5. Your input was considered in selection of the vendor. YES\_\_\_  
NO\_\_\_
6. The Buyer/Subcontract Administrator answered your questions courteously and

\_\_\_\_\_ knowledgeable.  
NO\_\_\_\_\_

YES\_\_\_\_\_

Please rate your overall satisfaction with the service received:

\_\_\_\_\_ Outstanding \_\_\_\_\_ Highly Satisfactory \_\_\_\_\_ Satisfactory \_\_\_\_\_ Below Average  
\_\_\_\_\_ Poor

Please feel free to provide additional comments so that we may improve our service to you in the future:

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