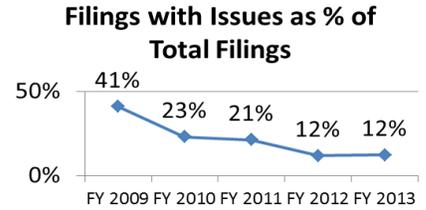
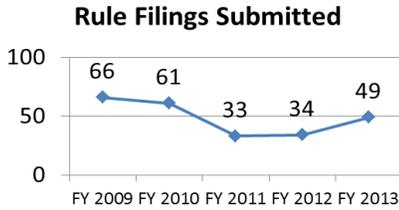


Department of Administrative Services



DAS CUSTOMER SERVICES SUMMARY FOR FY 2012-2013

Administrative Rules



Archives and Records Service

	FY 2012	FY 2013
Agency consultations/trainings	52	188
Volume of records at Records Center	3,861	3,793
Projected destructions for FY2014 (cubic feet)		122
Historical records volume (cubic feet)	1,172	1,338

Facilities Construction & Management

	FY 2012	FY 2013
Average cost per office square foot (leases)	\$ 13.18	\$ 13.27
Average cost per office square foot (operations & maintenance)	\$ 5.19	\$ 5.19
Total Capital Improvements Budget	\$ 7,831,350	\$ 2,147,571

Finance

	FY 2013
Post-Audit Error Rate*	5.26%
Employees with time-based pay NOT using ESS for time entry	41.47%
P-card Dollars Spent**	\$ 2,191,543.91

*State Average: 3.59%

** % of State P-card spend: 11.07%

Fleet

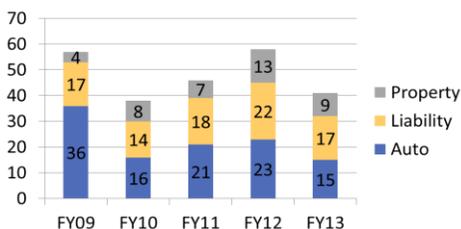
	FY 2012	FY 2013
Count of vehicles	130	130
Total miles traveled	1,363,588	1,407,209
Underutilized vehicles (mileage below the bottom quartile)	12	16
Annual lease savings from Fleet Operations	\$ 166,920	\$ 166,920

Purchasing and General Services

	FY 2012	FY 2013
Use of State Contracts	\$ 50,255,866	\$ 64,163,434
Pieces of Mail Processed	91,269	130,052
Number of Surplus Items	1,298	1,491

Risk Management

Auto Property & Liability Claims Opened By Type FY09-FY13



Workers Comp Claim Costs



Loss Control Activities FY12-FY13

