

## **Administrative Services - Service Unit Outcomes**

### Service Unit Purpose:

The primary purpose of Administrative Services is to provide those services necessary to facilitate the daily operations of the institution, including institutional assets management, mail and print/copy services, and the college switchboard/receptionist.

### Service Unit Outcomes:

1. The equipment inventory system will account for the location, cost, and source of funds for all equipment subject to inventory acquired by the institution.
2. The unit will provide an efficient and effective system for the movement and disposition of college property, including equipment and supplies processed through shipping/receiving.
3. Mail services will accommodate the daily demands of maintaining routine college operations.
4. Switchboard services will be effective and provide helpful information to visitors.
5. Print/copy services will sufficiently serve the needs of the faculty and staff.