COLLEGE OF MICRONESIA-FSM | BOARD OF REGENTS | YAP

Procurement and Property Management Office (PPMO) — VPIS Administrative Services

Reporting Period: September 5 – November 10, 2026 | Data Cutoff: November 10, 2026

EXECUTIVE SUMMARY

PPMO's work this period delivered measurable progress across vehicle accountability, mailroom service delivery, procurement and property oversight, insurance readiness, and facility recovery. Two custom-built web platforms now underpin daily PPMO operations: the Fleet Management System, which automates Board Policy No. 7002 compliance across all six campuses, and the Mailroom System, which streamlines package receipt and pickup with verified digital signatures. College-wide Vehicle Daily Use Log (VDUL) compliance more than quadrupled from 15.9% in July to 73.6% in October (64 of 87 compliance-tracked vehicles), with CTEC and FSM-FMI reaching 100% and National reaching 78.8%. PPMO also maintained on-schedule progress on the December 31 insurance renewal, coordinated emergency recovery at Chuuk Campus Building I following Typhoon Sinlaku, and strengthened oversight of core procurement transactions, fixed asset records, legacy purchase orders, and utility trends.

Systems and Operations

1. Fleet Management System. [COMPLETED / IN PRODUCTION]

PPMO built and deployed into production a custom Fleet Management System tracking ~87 active registered College vehicles across all six campuses (National, CTEC, Yap, Chuuk, Kosrae, FSM-FMI). The platform centralizes vehicle, driver, trip, fuel, maintenance, inspection, and asset transfer records while automating Board Policy No. 7002 compliance: a daily systemd timer checks VDUL and IVR deadlines (accounting for FSM national holidays), identifies open submissions by custodian, and sends formal memo-style courtesy reminders on the third business day after month-end to custodians with supervisors, PPMO, and the VP copied. Administrators can adjust the standing CC list and Reply-To directly in the UI without code changes. Built-in safeguards include a test mode, an override address for formatting checks, a full audit trail, and soft deletes that preserve complete vehicle history.

This automation drove a massive compliance gain in college-wide VDUL adherence over three months, rising from 15.9% in July to 51.2% in September and 73.6% in October (64 of 87 roster vehicles). CTEC and FSM-FMI both achieved 100% compliance in October (with CTEC climbing from 25% in June), while National Campus reached a period-high 78.8%. The system's VDUL Compliance Report — filterable by month, campus, or custodian and exportable to CSV — gives PPMO real-time visibility to support campuses and sustain upward momentum.

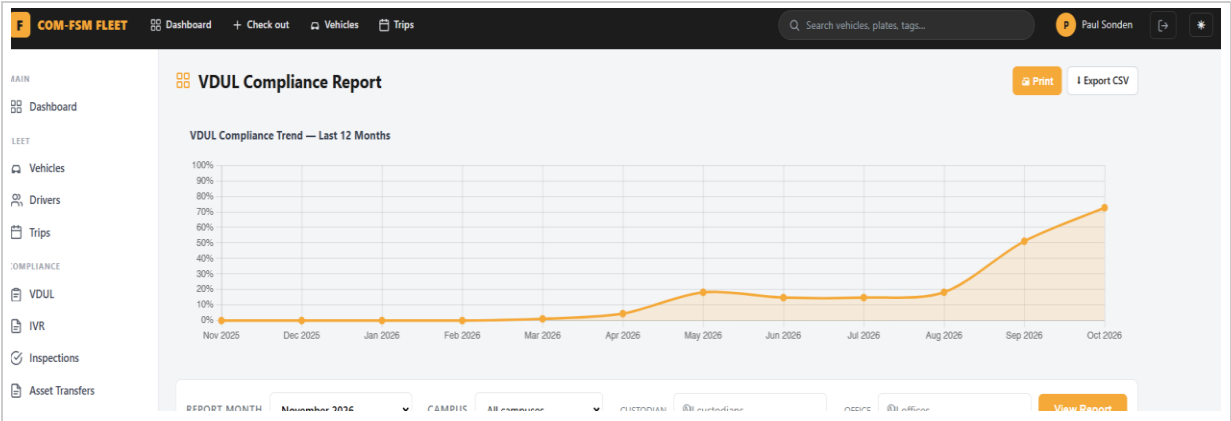

Figure 1. Fleet Management System — 12-month VDUL compliance trajectory across all six campuses through October 2026.

2. Mailroom System (v12). [COMPLETED / IN PRODUCTION]

PPMO built and put into production a Mailroom System (v12) engineered to accelerate the two core mailroom workflows with minimal taps:

- **Receive:** scan 1..N packages for a recipient in a single session; the recipient auto-locks on the first scan, subsequent packages queue seamlessly, and one consolidated summary email lists all tracking numbers.
- **Pickup:** scan a single package for a recipient; the system automatically retrieves all waiting packages for that person, applies one signature across all items, and completes issuance at once.

Mandatory digital signatures are enforced across both frontend and backend workflows and attached directly to pickup confirmation emails. The platform incorporates OCR (Google Cloud Vision + Tesseract) alongside barcode scanning, a manual tracking-number fallback, a searchable issued archive with CSV export, a personal-item tag with audit logging, and automated 2 AM backups. (Note: Recipient names and tracking numbers should be redacted in public distribution copies.)

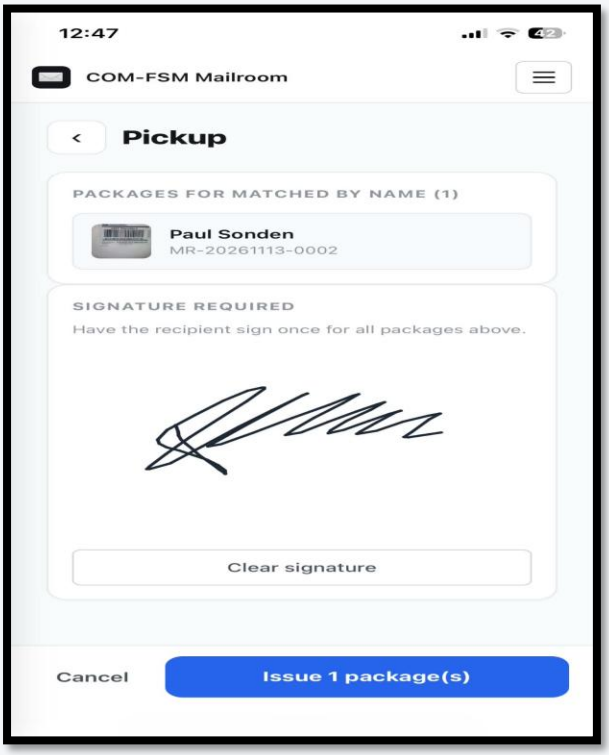

Figure 2. Mailroom pickup workflow — scanning one package retrieves all waiting items for the recipient and applies a single mandatory digital signature.

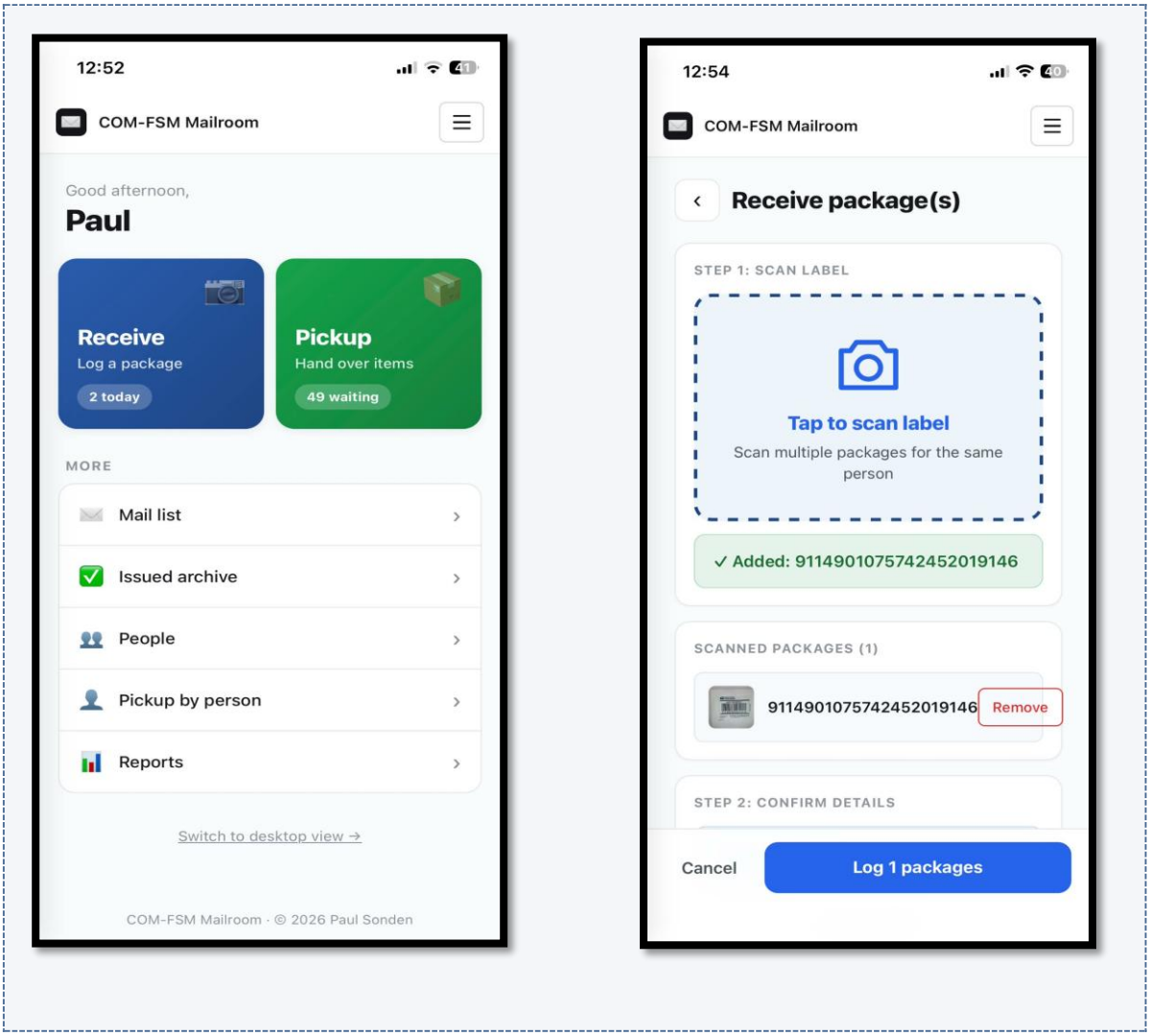

Figure 3. Mailroom receive workflow — batch package logging for a single recipient in one session, generating a consolidated email notification.

3. Insurance Renewal Solicitation. [IN PROGRESS — ON SCHEDULE]

PPMO issued the College-wide insurance renewal solicitation on schedule for a November 30 closing, keeping the College on track for uninterrupted coverage prior to the December 31 expiration. PPMO is also actively coordinating updated property valuations so newly completed facilities are incorporated into the policy renewal.

4. Storm Recovery at Chuuk Campus Building I. [IN PROGRESS — CLAIM FILED]

Emergency stabilization and repair work progressed at Chuuk Campus Building I following Typhoon Sinlaku, supported by a $100,000 insurance claim filed by PPMO. PPMO is actively compiling final supporting repair and assessment documentation with Chuuk Campus to close out the claim.

Procurement and Property Management Operations

1. Core Procurement Oversight & Legacy PO Reconciliation. [ONGOING OPERATIONS]

Beyond system automation, PPMO maintained continuous procurement processing across all six campuses during the September 5 – November 10 reporting period — reviewing purchase requisitions, issuing purchase orders, coordinating competitive solicitations, and verifying vendor compliance to keep instructional and operational orders moving within institutional timelines. In parallel, PPMO initiated a formal audit of three legacy purchase orders from 2021 totaling $34,227.50 (last noted as undelivered in May 2026), systematically verifying payment, delivery, and vendor credit status to resolve old encumbrances and determine whether any funds remain recoverable.

Table 1: Procurement & Property Oversight Summary (Sept 5 – Nov 10, 2026)

Functional Area	Key Activity & Scope	Status
Purchase Requisitions & POs	Processed campus requisitions, issued POs, and verified vendor compliance	Active / Ongoing
Competitive Solicitations	Issued College-wide insurance renewal RFP (closing Nov 30) & campus bids	In Progress
Legacy PO Reconciliation	Auditing 3 open 2021 POs totaling $34,227.50 for payment/delivery/refund status	Under Review
Fixed Asset & Fleet Registry	Tracked ~87 active fleet vehicles, inter-campus transfers, and asset records	Completed / Active
Facility Property Valuations	Coordinating valuations for newly completed facilities ahead of policy renewal	Pending Valuations

2. Property Management & Fixed Asset Accountability. [ONGOING OPERATIONS]

In its property management role, PPMO maintained fixed asset tagging, updated central inventory records, processed inter-campus asset transfers, and tracked vehicle retirement and exemption statuses across all six campuses. Coordinating updated property valuations for newly completed College facilities ensures that institutional fixed assets are accurately recorded on the master property register and adequately insured.

Vehicle Use Accountability

College vehicles, fuel, and maintenance funds are resources entrusted to the College for official work. Under Board Policy No. 7002, Vehicle Daily Use Logs help management account for how those resources are used and direct them where they are needed. Trip dates, destinations, and purposes help supervisors verify official use. Odometer readings help schedule preventive maintenance and show how heavily vehicles are used. Comparing mileage with fuel purchases helps explain fuel costs and identify optimization opportunities. Vehicle condition observations, together with mileage and maintenance records, help management maintain fleet safety, prioritize preventive repairs, and plan timely vehicle replacements.

The Fleet Management System operationalizes this policy seamlessly: custodians check vehicles out through the system, submit the physical VDUL to PPMO, and receive automated courtesy reminders on the third business day after month-end if a log remains open. PPMO uses the system's VDUL Compliance Report to track progress across every campus, while exempted and retired vehicles are filtered out automatically.

Table 2: VDUL Submission Rates by Campus (Cutoff: November 10, 2026)

Campus	June	July	September	October	Open (Oct)
Chuuk	0/6 (0%)	0/7 (0%)	1/8 (12.5%)	0/8 (0%)	8
CTEC	3/12 (25%)	0/9 (0%)	10/13 (76.9%)	14/14 (100%)	0
FMI	1/2 (50%)	0/2 (0%)	2/3 (66.7%)	3/3 (100%)	0
Kosrae	1/7 (14.3%)	2/7 (28.6%)	3/6 (50.0%)	3/6 (50.0%)	3
National	13/31 (41.9%)	9/30 (30%)	19/33 (57.6%)	26/33 (78.8%)	7
Yap	7/15 (46.7%)	0/14 (0%)	9/23 (39.1%)	18/23 (78.3%)	5
College-wide	**25/73 (34.2%)**	**11/69 (15.9%)**	**44/86 (51.2%)**	**64/87 (73.6%)**	**23**

Notes & Reconciliation: Sources are PPMO June, July, September, and October monthly compliance cutoffs (August historical logs were not compiled prior to system rollout). The system tracks ~87 active registered vehicles (matching the October live reporting denominator of 87 vehicles with 64 submissions, 73.6%). June includes two excused vehicles; July is recalculated to one decimal place (11/69 = 15.9%; source displays 16.0%).



Figure 4. VDUL Compliance Report (October 2026 Cutoff) — live dashboard view reflecting 73.6% compliance (64 of 87 vehicles submitted).

Closing the Remaining Compliance Gap (26.4% Open)

While college-wide compliance reached 73.6% (64 of 87 vehicles), 23 vehicles still had open October logs at cutoff. PPMO is continuing active monitoring across all campuses, verifying active vehicle rosters at Chuuk and Yap, and partnering with the Business Office to enforce fuel purchase controls under the August 2 memo implementing Board Policy No. 7002.

Electricity Expenditures

Structured monthly billing tracking across all six campuses provides management with clear visibility into utility expenditure patterns to inform energy review and budget planning. Between August and September, National Campus rose from $23,742.96 to $37,392.79 (+57.5%, its highest listed month) and Yap rose from $5,317.00 to $8,101.23 (+52.4%, below its June peak of $8,226.60). While cost reductions have not yet been realized, centralized tracking equips campus leadership to investigate consumption drivers.

Table 3: Campus Electricity Expenditures by Billing Month (USD)

Campus	May	June	July	August	September	October
National	22,716.43	29,443.80	18,372.97	23,742.96	37,392.79	—
CTEC	11,432.11	—	9,273.16	7,200.40	14,369.52	—
Chuuk	5,943.16	3,003.63	7,799.84	—	5,873.41	5,649.66
Kosrae	3,986.60	3,691.53	9,650.17	Combined	Combined	5,051.78
Yap	6,483.37	8,226.60	4,996.56	5,317.00	8,101.23	—
FMI	6,167.59	7,585.33	7,179.57	9,513.78	9,743.12	—

Amounts in USD by billing month. A dash indicates an invoice pending posting at report cutoff. Kosrae's combined August–September bill was $9,777.80. September bills totaled $75,480.07 across five campuses (excluding Kosrae's combined invoice). October bills posted to date for Chuuk and Kosrae total $10,701.44. Full college-wide month-to-month comparisons will update as remaining October invoices post.

Source: PPMO Executive Management Report, electricity bills appendix.