

What is your level of satisfaction with the overall appearance of the exterior grounds on your campus

I know how to place a maintenance service request (custodial, engineering and/or groundskeeping). *

- Yes
- No

Assuming that the physical environment of the classroom in which you teach is already a key factor in where you teach your class(es), what other factors determine the desired, physical location of curriculum you teach?
Please rank 1-4 (1-as most important, 4-as least important)

Not applicable

(A) Class was held in the same space last semester/last year

(B) Classroom provides the best environment for student success

(C) The room best meets my needs to teach the class

(D) I wasn't involved in the selection of location

Do you have any other comments on this topic?

My maintenance service requests are completed in a timely manner. *

- Yes
- No

In order to provide San Mateo county students with the greatest level of access to needed classes/curriculum, would you be open to greater district flexibility in assignment of the classrooms/labs in which you teach if you were assured of having the required technology/equipment? *

Not applicable

- Yes
- No

Do you have any other comments on this topic?

Do you have any suggestions as to how facilities services could be improved?

The following questions refer to the District's Purchasing Department.

How satisfied are you with:

Scale: 1-5 1=Not satisfied 5=Completely satisfied

	Not satisfied			Completely satisfied		
	1	2	3	4	5	N/A
The purchase order cycle time (from the time purchasing receives the approved requisition until the time they issue the purchase order)	<input type="radio"/>					
Purchasing's responsiveness in answering and returning phone calls and emails, being available when you need their services, their responsiveness in assisting you with problems and answering questions	<input type="radio"/>					
The level of in-person training you have received regarding purchasing policies and procedures	<input type="radio"/>					
The purchasing training materials that are available on the Sharepoint site	<input type="radio"/>					
If you have had to purchase major goods and services (over \$20,000) in the last year, how satisfied are you with purchasing's ability to assist you in achieving your expected cost of those goods and services	<input type="radio"/>					

Have you used any of the information on the purchasing sharepoint site over the last year? *

- Yes
- No

If you answered yes to the previous question, please check all that apply.

- Contracts
- Policy and procedure information
- Insurance information
- Tax forms

If you have used purchasing information on the Sharepoint site during the last year, are there improvements you would like to see?

How often do you use a procurement card to make purchases? *

- Daily
- Weekly
- Monthly
- Infrequently (less than once a month)
- I do NOT use a procurement card

Do you have any suggestions as to how purchasing services could be improved?

The following questions refer to the District's Accounting Department.

The following statements refer to the services you receive from the accounting department such as reimbursements for expenses, assistance with Banner accounting transactions and payments to vendors.

Scale: 1-5 1=Not satisfied 5=Extremely satisfied

Not satisfied			Extremely satisfied			
1	2	3	4	5	N/A	

Please rate your overall satisfaction with:

The accounts payable payment process (including reimbursements to you and/or payments to vendors)	<input type="radio"/>					
The general accounting intranet (on appserv)	<input type="radio"/>					
The RID (Remote Image Deposit) deposit process	<input type="radio"/>					
Accounting's responsiveness in answering and returning phone calls and emails	<input type="radio"/>					
The reimbursement process (such as conference expenses, mileage, etc.)	<input type="radio"/>					
Accounting's responsiveness in answering your questions and assisting with problems	<input type="radio"/>					

The District has many internal control requirements such as credit card spending limits, the need for signatures, credit card audit, etc. Do you think the internal control requirements are: *

- Too demanding
- Just right
- Don't know

Do you have any suggestions as to how accounting services could be improved?

The following questions refer to the District's Payroll Department.

Do you use the direct deposit option for your paycheck? *

- Yes
- No

If you do not participate in direct deposit of your paycheck, please tell us why.

Have you given consent to receive your W2 form electronically through Websmart? *

- Yes
- No

Have you used EMPLOYEE SERVICES in WEBSMART for any of the following purposes? Check all that apply:

- Fill out or approve time sheet
- Review benefits and deductions
- Review pay information - check stub, earnings and deductions
- Tax forms: W4, W2 state taxes
- Review sick leave, vacation and comp time balances and history

Do you have any suggestions as to how payroll services might be improved?

Do you have any other thoughts or suggestions regarding facilities, accounting, purchasing or payroll that you would like to share?