

Administrative AND Fiscal Services

July 1, 2012 – June 30, 2013

The Oklahoma Real Estate Commission's Administrative and Fiscal Services Department, formerly known as Fiscal Services/Purchasing, faces new challenges and modifications as the process of doing business with the State of Oklahoma changes. This department has demonstrated its flexibility and cooperative teamwork spirit as a multitude of legislative changes affected practices and processes in every area. The Administrative and Fiscal Services department strived to uphold the Office of Management and Enterprise Services' (OMES) standards in claims, claim processing, procurement and IT procurement. We utilize all areas of the Oracle (PeopleSoft) system in order to transmit as many transactions possible online directly into the state's financial and purchasing system. The department is working with vendors and officials to ensure that everyone submits their information to OMES in order for the issuance of electronic payments. The revised purchasing and travel card requirements allow the agency to make more payments utilizing the P-card, which allows savings in staff time and transaction fees while creating a more efficient method of payment.

OREC has inter-agency agreements with OMES regarding the sharing of services such as IT maintenance, Optical Imaging, communications, mailing services, office space leasing, personnel, time, and labor and payroll services. These agreements allow the department to function at full capacity with very few in-house staff members. The system utilized by the State of Oklahoma for these services requires continued training and flexibility in adapting to new processes.

FY-2012 saw the Commission move to a new location, leasing office space within the state-owned Denver N. Davison Building. The agency was able to save approximately \$20,000 annually in lease payments by leasing space from the state versus a privately owned building. The agency was also able to save money by continuing to utilize the statewide contract for printer maintenance as well as networking two copiers to allow scanning and printing capabilities.

In order to meet the mandate regarding online application and licensing, the agency has begun development and implementation of the new "AMANDA" licensing system, obtained from the state's mandatory contract with CSDC Systems. This system will replace the agency's current Oracle system and will allow nearly all of the agency's processes to go online. This will also connect all departments within the agency to one system, thus allowing the internal functions of the office to be streamlined and more efficient.

The Administrative and Fiscal Services department is responsible for all aspects of procurement, contracts, mailings, budget, accounting, human resources, and payroll and employee benefits.