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|  | **Procurement Performance Dashboard Template** |

**Prepared by BuyQ Consulting Services**

**For tracking the metrics that drive smarter, more strategic purchasing decisions**

You’ve built strong systems. Now it’s time to make sure they’re delivering results—and helping you communicate impact across your network or leadership team.

This dashboard template helps you visualize key procurement data, spot trends, and advocate for improvement or investment.

### **📊 Recommended Metrics to Track Monthly or Quarterly:**

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| **Metric** | **Why It Matters** |
| **Total Procurement Spend** | Understand purchasing volume over time |
| **Savings from Preferred Vendors** | Track negotiated pricing impact |
| **Average Purchase Cycle Time** | Spot bottlenecks in approval or vendor response |
| **% of Spend with Approved Vendors** | See how well policies are followed |
| **Top 5 Vendors by Spend** | Identify over-reliance or consolidation opportunities |
| **Number of Purchase Requests per Site/Team** | Compare purchasing needs across schools or departments |
| **Missing or Incomplete Documentation Rate** | Improve compliance and audit readiness |

### **📁 How to Build It:**

* Use **Google Sheets or Excel** with tabs for each month or quarter
* Pull data from:
  + Your finance system
  + Procurement logs
  + Vendor reports
* Include conditional formatting or charts to visualize trends

**Bonus Tip:** Add a dashboard section for “Quick Wins & Flags” each month (e.g., “Saved $1,200 through Amazon Business contract” or “2 schools had 80%+ off-contract purchases”).