

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

JANUARY 2021

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Happy New Year 2021!! This month's *Compliance Updates* provides helpful tips for timely invoice processing and upcoming procurement deadlines.

Invoice Processing Checklist

Program offices must follow all MDE policies and procedures for purchasing, [Section 16.0](#), and personal service contracts, [Section 17.0](#). In accordance with Miss. Code Ann. §31-7-305(2), the agency can be cited for a compliance audit finding when a vendor is not paid 45 days after receipt of the invoice. This 45-day window includes the processing times for the MDE program office, Accounting office, and the DFA. Supplies, commodities, services, etc. which are not properly procured and paid in accordance with state statutes, policies and procedures are considered purchasing/contractual violations.

It is the responsibility of every program office to ensure that invoice payments are processed timely to avoid purchasing violations. The checklist below will help ensure the most accurate and timely processing of invoices within the agency.

Invoices sent by Vendor directly to the Office of Accounting

- ✓ Vendors should mail invoices to the Office of Accounting as directed on the approved purchase order sent to vendors.
- ✓ Once invoices are received, the Office of Accounting places the accounting stamp invoices and submits an Information Request Slip along with the stamped invoice to the appropriate program office for processing.
- ✓ Upon receipt of the Information Request Slip from Accounting, the program office within seven (7) days of receipt of the Information Request Slip must complete the accounting stamp in its entirety and email the invoice packet (Information Request Slip, requisition—if applicable, invoice, and a copy of the purchase order—if applicable) to accountspayable@mdek12.org.
- ✓ The Office of Accounting will process the invoice packet for submission to the Department of Finance & Administration (DFA).

REPORT FRAUD, WASTE, AND ABUSE:

To report suspected fraudulent activity, go to the MDE Home webpage and select the Report Fraud, Waste, and Abuse link. (<https://compliance.mdek12.org/Fraud/>)

Invoices sent by Vendor directly to the Program Office

- ✓ If a vendor mistakenly mails an invoice directly to a program office, the program office must place the accounting stamp on the invoice, complete the stamp in its entirety, and email the invoice packet (Requisition—if applicable, invoice, and a copy of the purchase order—if applicable) to accountspayable@mdek12.org.
- ✓ The Office of Accounting will process the invoice packet for submission to the Department of Finance & Administration (DFA).

General Guidance for Processing Invoices

- ✓ Program offices must ensure appropriate segregation of duties when processing invoices for payment.
 - a. The office designee who requests the purchase of goods or services cannot approve the purchase request.
 - b. The office designee who requests the purchase of goods or services and/or acknowledges receipt/condition of goods or services cannot authorize an invoice for payment.
- ✓ Program offices must approve and submit all invoices quickly, particularly if the invoice payment is related to a grant award. Expediting the grant award payment helps to ensure that grant charges are processed before the grant period ends.
- ✓ To view invoice payments in MAGIC, program offices must allow 7 to 10 business days from the date the **complete** invoice packet is submitted to Accounts Payable

Reminders from the Office of Procurement

NOW is the time to begin thinking about FY2022 program services!

Contract Management

Program offices may begin submitting contract renewals with an effective date of July 1, 2021, to the Office of Procurement for processing. Please be advised of the following contract management practices prior to submission:

- Any modification to an FY2021 executed contract **must** be submitted to the Office of Procurement **prior** to the renewal packet due on or before the deadline date of February 5, 2021.
 - The program office is monitoring completion of services and has scheduled a performance evaluation for the executed contract, if applicable.
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Contract Due Dates

The Office of Procurement FY2021 and FY2022 contract due dates are listed below for your convenience.

- FY2022 contract renewals **over \$75,000 effective July 1, 2021** should be submitted to the Procurement Office by **February 5, 2021** for timely approval.
 - FY2022 solicitations to procure new contracts **\$5,000 - \$50,000 effective July 1, 2021** should be submitted to the Procurement Office by **March 1, 2021** for timely approval.
 - FY2022 contract renewals **\$5,000 - \$75,000 effective July 1, 2021** should be submitted to the Procurement Office by **April 7, 2021** for timely approval.
 - FY2021 contracts less than **\$5,000** should be submitted to the Office of Procurement by **April 15, 2021** for a contract approval on or before **May 15, 2021**.
 - Except for an Emergency contract, the effective date of the contract should be any date after the SBE or PPRB meeting date.
 - Review and approval lead times are contingent upon workflow during the months of April, May, and June.
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