

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

JUNE 2020

IN THIS ISSUE:

- MDE COVID-19 Guidance for On-Site and Teleworking
- FY2020 Year-End Tips

This month's *Compliance Updates* will remind employees of return-to-work guidelines as the state begins to reopen and provide tips for successfully closing Fiscal Year 2020 budgets.

MDE Covid-19 Guidance for On-Site and Teleworking

As the agency begins to reopen, MDE employees should stay abreast of and follow all MDE on-site and telework guidance. Please revisit the MDE Communications email shared with MDE Employees at 3:21 p.m. on 5/18/2020. The email contained the *MDE Covid-19 Guidance for On-Site and Teleworking* document for the transition of staff back to work. This document was developed by the MDE in consultation with the Mississippi Department of Finance and Administration (DFA). If there are any questions, please contact your Supervisor or Bureau Director.

FY2020 Year-End Tips and Reminders

➤ **Open Purchase Orders and Payments**

- ❑ Prior to June 30th, vendors/contractors should provide confirmation of **ALL** anticipated costs to be charged to open purchase orders (POs) by the **July 15, 2020, invoice payment deadline**.
- ❑ Program offices should deobligate **unused funds on those open POs** by **June 30, 2020**.
- ❑ If products are not received by the July 15th deadline, program offices should send an email to accountspayable@mdek12.org in the Office of Accounting.
- ❑ Invoices submitted for payment must be verified to ensure that all products were received, and/or all services were provided prior to authorizing payment of invoices.
- ❑ To avoid purchasing violations, make sure the final invoice amount authorized for payment **does not exceed** the total of the purchase order.

➤ **ITS Procurements/Executed Agreements and CP-1s**

- ❑ Monitor FY2020 ITS Executed Agreements/CP-1 purchase orders and payments closely.
- ❑ If an IT product/service is not listed in the ITS executed agreement, it cannot be purchased utilizing that agreement. OTSS/ITS must be notified to modify an executed agreement.
- ❑ **FY2021 purchase orders for ITS Executed Agreements and CP-1s** must be submitted to Procurement with ALL of the following items: a purchase requisition that includes the MAGIC contract number provided by OTSS, the ITS fully executed agreement, and the ITS CP-1. **DO NOT SUBMIT** CP-1 purchase order requests to Procurement if any of these items are missing from the packet.
- ❑ If there are any questions concerning ITS procurements, contact Teresa Washington (twashington@mdek12.org) in OTSS.

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/>)