

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: PURCHASING
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GENERAL

The State of Mississippi (State) has adopted stringent controls on the procurement of goods and services. The Office of Purchasing, Travel, and Fleet Management (OPTFM) at the Department of Finance and Administration (DFA) is responsible for supervising the procurement activities of all state agencies, departments, and institutions for the purchase of commodities and equipment. This office's regulatory activities include the purchase of commodities, equipment, furniture, personal and real property, and construction and repairs, with funds from any source. The OPTFM has published a [Mississippi Procurement Manual](#) which provides detailed information on all aspects of procurement. The manual is written with the intent to be a thorough representation of procedures relative to purchasing by all state agencies.

The manual prescribes procedures for competitive bidding, single-source, and emergency procurement. Three types of purchases are authorized: small purchases not more than \$5,000; purchases in excess of \$5,000 but less than \$50,000; and purchases in excess of \$50,000 which must be properly advertised as prescribed by state law. American Reinvestment and Recovery Act (ARRA) thresholds have also been established in state law. See the ARRA Purchases section for details.

To ensure compliance with state law, the Department has mandated that all purchases shall be made by the Office of Accounting (Accounting). In order to have a purchase made, the steps outlined in this manual must be followed. Any deviation from this policy may result in a violation of state purchasing laws. Any employee causing a violation to occur shall be responsible for all repercussions, including any payments which must be made.

Each office or campus superintendent has been requested to designate one individual with an assigned back-up to handle the division's purchase requests. The designee will be responsible for receiving employees' requests for purchases, grouping similar items, preparing the [Request for Services or Goods form](#) (requisition) or [WebProcure](#) order and receiving delivered goods.

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STATE CONTRACTS

The OPTFM has the authority to establish contracts for commodities. The need for contracts is determined based on the demand and volume of a commodity.

Contracts may be established by competitive bidding or by negotiation. The State's binding contractual agreement for competitive bid contracts, also called state contracts, requires that agencies purchase from the competitive state contracts. The OPTFM may grant exemption from the requirements if deemed that exemption is in the best interest of the agency or economically feasible.

Negotiated contracts serve to establish a maximum price that can be paid for an item covered under contract. However, agencies may negotiate the purchase price downward. Agencies may purchase items covered by a negotiated contract from other than the contract vendor, provided that the price paid does not exceed the negotiated contract price. Agencies must follow purchasing procedures set forth in § 31-7-13, Mississippi Code of 1972, Annotated.

REQUEST TO PURCHASE

Whenever an employee wishes to have an item purchased, whether it be for supplies, workshop materials, equipment, books, periodicals, etc., he or she must make the request through the individual designated. (Procedures for purchases involving computer or data processing services are detailed in Section 19 – Computer Services). If supplies are for a specific program, this information should be included in the request. In addition, the item, quantity, and a brief description should be provided.

Each office shall be responsible for developing a monthly schedule for employees to request purchases and establishing procedures for ensuring the purchasing needs are met. The office designee will group requests to purchase and submit to Accounting's Purchasing Division (Purchasing) each month.

REQUEST FOR SERVICES OR GOODS

The designee should group similar types of commodities, etc. together. For example, if two separate employees request file folders, the division designee should add the request together and note that two boxes of legal, manila, three-cut folders are being requested for the particular office.

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REQUEST FOR SERVICES OR GOODS (continued)

The designee must place the office's name and the date on the top of the requisition. The quantity and description section should be completed. The account code, reporting category, and organization code for charging the purchase must also be completed (sub-organization code is to be completed, if appropriate).

Upon completing the requisition, the designee shall be responsible for ensuring that the program has funds available and forward it to the approving authority for signature. The Bureau Director, or designee, will forward the original and a copy of the requisition to Purchasing. WebProcure orders are routed electronically through email for approvals.

PURCHASING

Purchasing will purchase the goods requested only after verifying the data and ensuring it will be in compliance with all applicable state purchasing laws. Written bids are required on all items to be purchased between \$5,000 and \$50,000. All purchases over \$50,000 must be advertised once a week for two (2) consecutive weeks. Offices may assist Purchasing by developing specifications for procurement; however, Purchasing must approve the specifications and place the advertisement in the newspaper. Items which are on State Contract are required to be ordered from the state vendor. A purchase order will be prepared by Purchasing; all purchases will be made via purchase orders. A copy of the purchase order will be transmitted to each office at the same time it is mailed to the vendor. The designee is able to print copies of the WebProcure orders.

The requisition will be stapled to the purchase order and sent to the Accounting's Accounts Payable Division (Accounts Payable). If the purchase is made through multiple vendors, more than one purchase order will be returned to the office.

Purchasing works to process all requests promptly. Once purchase orders are processed and issued, vendors work to fill the orders. For items which require advertising, allow at least 15 working days from the time a purchase order is prepared for all orders to be filled. The processing turnaround time is 4 to 5 working days. Allow 4 to 5 working days for delivery of state contract items and 10 to 12 working days for non-state contract items. Furniture orders may take up to five (5) weeks or longer. All communications with vendors, suppliers, printers, etc. shall be made by the requesting office or through Purchasing.

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American Recovery and Reinvestment Act (ARRA) Purchases

Per Section 1554 of the American Recovery and Reinvestment Act (ARRA), to the maximum extent possible, contracts funded under ARRA shall be awarded as fixed-price contracts through the use of competitive procedures.

On April 15, 2009, Senate Bill 2923 was passed amending § 31-7-13 (c), Mississippi Code of 1972, Annotated. This change increases the purchasing threshold from \$25,000 to \$50,000 for advertisement and requires two (2) written quotes for acquisitions up to \$50,000.

An exception to this requirement is § 31-7-13 (c)(1), Mississippi Code of 1972, Annotated, which requires that ARRA projects in excess of \$25,000 be bid. Advertisement must be made for these projects at least one (1) time. Additionally, if it is an ARRA-funded project, the bid opening shall not be less than ten (10) working days after the date of the published notice. Additional information on ARRA-related purchases can be found on the [ARRA Procurement and Purchasing website](#).

Purchasing Procedures

The purchasing process begins after a need for goods, services, or equipment has been identified. The steps necessary to complete the process are listed in general.

- Requesting office verifies budget availability for major category, based on quotes, catalog, or internet pricing.
- Requesting office completes and submits the requisition to Accounting for further processing.
- Purchasing reviews, writes specifications along with the requesting office, processes legal notice, conducts sealed bids, obtains DFA approval, and places the order.
- Vendor fills the order.
- Central Receiving/Mail Room staff delivers the order.
- Requesting office approves invoices for payment and routes invoice to Accounts Payable.
- Accounts Payable makes payment to the vendor.
- For purchase order tracking, Accounting's Reporting Division (Reporting) distributes a monthly Aged Open Purchase Order report.

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Exemptions from the Competitive Procurement Process - Not Requiring DFA/OPTFM Approval

Unless ordered by regulation of the Public Procurement Review Board, the listed items do not constitute purchases of commodities or equipment and are exempt from the competitive process.

- Purchases from the OPTFM state competitive bid and negotiated contracts
- State-adopted textbooks
- Transfer, sale or exchange of property between state agencies
- Purchases from state-operated industries, i.e., Mississippi Industries for the Blind or Mississippi Prison Industries
- Perishable food for school lunch programs
- Library books and reference materials
- Repairs

Exemptions from the Competitive Procurement Process - Requiring DFA/OPTFM Approval

Unless ordered by regulation of the Public Procurement Review Board, the following items are exempt for the competitive bid process; however, the purchases do require DFA/OPTFM approval.

- Sole source purchases, non-competitive items available from one source only
- Emergency purchases
- Items purchased for research

Single Source Commodity

Any item certified as single-source (sole source) may be purchased without competitive bidding, provided that approval authority is given by the OPTFM prior to acquisition and full certification is included in a [Special Circumstances Approval Form](#) (Form SC-1). Additionally, an explanation as to why no other item would be acceptable is required, along with a letter from the vendor stating that they are the sole manufacturer of the product.

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Emergency Purchase Procedures

Emergency procurement is limited only to those supplies, services, or repair items needed to meet the emergency. §§ 31-7-13 (j) and (k), Mississippi Code of 1972, Annotated, defines an emergency purchase and exempts purchases made during emergencies, for which the delay resulting from competitive bidding would be detrimental to the interests of the State. Purchasing must obtain written approval from the Superintendent of Education prior to making an emergency purchase.

State agencies are required to report an emergency purchase to OPTFM as soon as possible following the purchase. The state agency's written approval is submitted to OPTFM in order to track and document that an emergency condition occurred and a purchase was approved without the normal process or competition. The OPTFM will issue a Request for Authorization to Purchase form (P-1) upon approval.

The agencies under Information Technology Services (ITS) purview shall report purchases of information technology (IT) equipment and services made as an emergency as soon as possible following the purchase, using the ITS Emergency Procurement Form. ITS will issue an [Acquisition Approval form \(CP-1\)](#).

Purchases made through the emergency process do not require a bid or quotes; however, contacting merchants, referencing bidders lists, state contracts, ITS Express Products Lists, other users, and the Thomas Register for product information is recommended in order to secure the best price.

Emergency purchases necessary for disaster recovery must be well documented. During a state of emergency declared by the Governor of the State of Mississippi, purchasing statutes and policies and procedures are waived. However, all purchases must be documented with receipts.

Competitive Bid Process

§ 31-7-13, Mississippi Code of 1972, Annotated, specifies the competitive bid process. Purchases not covered by a competitively bid state contract or a negotiated state contract, where cost is not more than \$5,000, may be made under policies established by Department heads. When the cost of an item is more than \$5,000, but not more than \$50,000, the buying agency must obtain two (2) competitive, written quotes.

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Competitive Bid Process (continued)

Publishing or posting advertisements for bids is not required for purchases under \$50,000. Purchases in excess of \$50,000 must be properly advertised in accordance with state statute.

See the ARRA Purchasing section for the ARRA purchasing thresholds.

Request for Proposals (RFP)

RFP's for goods and equipment are processed by Purchasing, and RFP's for services are processed by the Office of Procurement (Procurement).

The requesting office and the purchasing agent work together to develop RFP's. The RFP allows for comparative evaluations of goods services or equipment based on noted criteria. RFP's also allow for the opportunity to negotiate product, price or services. The potential offeror shall be given no less than 30 days to prepare and submit a proposal.

Proposals received must be recorded on the established Register of Proposals. Upon the opening of proposals, the proposals are submitted to a designated selection committee assigned to evaluate proposals based on pre-set criteria. The selection committee will use pre-established rating scales to document the evaluation and award process. See Section 17.0 - Contracts for selection committee requirements.

RECEIPT OF GOODS PROCEDURES

The receipt of goods process for Central High offices typically begins in the Mail Room where vendors are encouraged to deliver goods. This will ensure that Mail Room staff actively participate in the delivery of goods to offices. However, there are times when it is necessary for a vendor to deliver items directly to the program offices and that practice is acceptable, as long as the offices retain supporting documentation of the delivery date.

The Mail Room staff will deliver goods to the office that ordered the goods and will require the recipient to sign and date the packing slip or other delivery transmittal to document receipt of the goods. The office designee should compare the delivered items to the purchase order at the time of delivery. If there is a problem with the order, office staff should notify the Purchasing staff in the Office of Accounting so the vendor can be contacted and the order corrected. Should the office designee accept goods that are not what was ordered, the Department may have no recourse to return the goods.

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RECEIPT OF GOODS PROCEDURES (continued)

In accordance with MS Code Section 31-7-305, when the invoice is received by the program office for payment, the office designee is responsible for documenting on the invoice the following information:

- date of receipt of the invoice,
- dates of receipt, inspection and approval of the goods,
- the condition of the goods, and
- approval of payment by signing the invoice.

The invoice should include the information listed above as well as an approval signature when it is submitted to the Office of Accounting for payment.

Deliveries for all off-site offices including the Special State Schools will be made to the specific location that requested the goods using the procedures that are in place for each location. Management at each site is responsible for developing internal receiving procedures that align with state law and MDE policies and procedures.

Return of Goods Ordered

The return of goods ordered due to damages, error in filling the order, inferior quality etc., shall be coordinated by Purchasing. The requesting office will complete the [Return of Goods form](#) and submit it to Purchasing. An e-mail of this form is acceptable.

Purchasing will contact the vendor to resolve the return of goods and notify the vendor, Central Receiving, Accounts Payable, and the requesting office regarding the resolution of the return of goods. It is the responsibility of the requesting office to package the item for returns and take the packaged items to Central Receiving for pick-up from the vendor.

Aged Open Purchase Orders/Report E641B

Accounting provides requesting offices with a Report E641B (Aged Open Purchase Order report) each month. The report lists open purchase orders, payments made against the purchase order, and the remaining balance of the purchase order.

The program office is responsible for reviewing the report each month and providing comments on the status of open purchase orders. The requesting office shall respond indicating on the report, the responses as listed: purchase order should remain open, cancel the order, reorder

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Aged Open Purchase Orders/Report E641B (continued)

from a different vendor, assist with a problem, close the purchase order, items on back order, goods received awaiting invoice for payment, other, etc.

Note: An open purchase order balance sets aside the budget. As long as a purchase order remains open, the balance on the purchase order sets the budget aside for future expenditures.

MULTIPLE DELIVERIES

Small dollar orders for different requesting offices will be combined to eliminate shipping cost. State contract orders totaling less than \$25 will be charged shipping based on the weight and distance of the shipment. However, individual orders will be delivered to the appropriate staff as identified on the purchase order. Each office is required to sign the purchase order to denote that goods were received.

PAYMENT FOR PURCHASES

The Department will not pay any invoice for which there is not a properly approved requisition, purchase order, and invoice. Supplies, commodities, services, etc. which are not ordered or procured by Accounting will not be paid.

When requesting payment for services or goods that have already been obligated by a purchase order, the designee just needs to sign and date the invoice including the purchase order number on the invoice(s). This signed invoice should then be submitted to Accounts Payable for payment.

IRS FORM W-9

Vendors or contractors must complete the [IRS Form W-9](#) listing their taxpayer identification number, certification, and signature as required for federal reporting. A completed Form W-9 is required in order to issue a purchase order or make payment to a merchant.

STATE SALES TAX EXEMPTION

§ 27-65-105 (a), Mississippi Code of 1972, Annotated, authorizes the Department as exempt from state sales tax for the direct purchase and payment for goods to the agency. See Accounting's website for a copy of the sales tax exemption letter. This letter may be printed and submitted to a merchant as needed. The State of Mississippi does not issue a sales tax certificate.

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ENCUMBRANCE OF FUNDS

The encumbrance of funds is the actual portion of a budget that is set aside to pay for goods or services ordered and not yet received or services performed that have not been paid. The encumbrance of funds ensures that budgets are not overspent. The encumbrances also track purchase commitments to be fulfilled. Encumbrances from current appropriations must be made by June 30 of the current fiscal year.

FISCAL YEAR-END PURCHASING DEADLINES

§ 7-7-23, Mississippi Code of 1972, Annotated, requires that purchase orders encumbering funds for purchases and expenditures from funds appropriated for any fiscal year be executed by June 30 of the fiscal year.

Deadlines are established for requests to purchase goods by the purchasing division to ensure compliance with policies and procedures and to allow purchasing staff ample time to process all requests. Since some purchases are more detailed and require either DFA involvement or approval these deadlines are necessary.

Pre-set deadlines that are met by requesting offices ensure that the funds for goods and services are encumbered by June 30th. Meeting these deadlines allows for timely order placement, receipt of goods, and invoice and payment to vendors by August 15th from current budget year funds.

STATE PROCUREMENT CARD PROGRAM

The Department of Finance and Administration (DFA) has adopted State Procurement Card Guidelines to inform individual cardholders, the cardholder's supervisors and state agencies of the program requirements. In addition to the DFA Guidelines, the MDE has developed internal guidelines to strengthen internal controls and ensure compliance with state rules and regulations and MDE Employee Policies and Procedures. The MDE State Procurement Card Guidelines are published under separate cover because they only relate to program participants. Cardholders and their supervisors receive training on the program requirements and should be knowledgeable of DFA and MDE policies and procedures and must adhere to all of them. Failure to comply with the established Guidelines when using the procurement card could result in cancelation of the card.

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PROCUREMENT OF MEALS, REFRESHMENTS, AND SPACE FOR BUSINESS MEETINGS

Approval Process

The purchase of meals, refreshments, and/or space for business meetings requires the prior approval of the Bureau Director or above of the requesting office and the Director of Procurement.

Offices may provide meals for meetings where it is determined:

- The meeting is reasonably related and incident to the goals or functions of the Department.
- The majority of the attendees are not Department employees.
- The meeting will last a reasonable amount of time before and after the meal.
- The meal itself will encompass a normal mealtime hour and business will be conducted during the mealtime, or the determination is made that it is more efficient to provide food on site rather than leave the premises.

Refreshments such as coffee, soft drinks, cookies, and fruit may be provided during meetings where it is determined that the meeting is reasonably related and incident to the goals or functions of the Department. The meeting should be scheduled for a minimum of three (3) hours that does not include a normal mealtime.

Prudent judgment should be utilized in the selection of the refreshment items. The per participant cost for refreshments, including service fees, shall not exceed \$6 per day for one (1) refreshment break or \$10 per day for two (2) refreshment breaks.

The Request to Purchase Food and/or Space for Business Meetings form should be completed and forwarded to Procurement and should include:

- A copy of the meeting agenda.
- A listing or description of expected participants, including notation of the entity they represent.
- A copy of the vendor contract signed by the requesting office Bureau Director or above.
- A copy of the quotes received, based upon the thresholds established.

Contract Cost

\$1 to \$5,000

Over \$5,000

Required Support

One (1) written quote

Two (2) written quotes

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PROCUREMENT OF MEALS, REFRESHMENTS, AND SPACE FOR BUSINESS MEETINGS (Continued)

Approval Process (Continued)

- Adequate justification to ascertain that the meeting and feeding of participants is necessary to meet the goals and functions of the Department.
- If a meal is served, notation on whether business will be conducted during the meal or a written determination that it is more efficient to provide food on site rather than leave the premises.

For all meals, prudent judgment must be utilized on the menu selection and on the cost of the meal to ensure that the daily maximum meal allowance for state employees is not exceeded. The total combined daily cost of meals, refreshments, and associated fees (service fees, gratuities, catering, etc.) cannot exceed the daily maximum meal allowance applicable to the location where the meeting is held.

The Office of Procurement will review each request for reasonableness and to ensure it is adequately justified. If necessary, additional information may be requested from the office submitting the [Request to Purchase Food and/or Space for Business Meetings form](#). Upon approval by the Director of Procurement, one copy of the Request to Purchase Food and/or Space for Business Meetings form will be returned to the requesting office, one copy will be forwarded to the Accounting Office, and one copy will be retained in Procurement.

During a business meeting that includes a meal, a sign in sheet/list of the attendees must be completed. The list should indicate the entity each participant represents and contain the location, time, date, and purpose of the meeting. The list should not include social security numbers.

No expenditure for alcoholic beverages will be allowed for any business meeting.

Payment Process

All invoices should be sent directly to Accounting. Any invoices received by the program offices shall be submitted to Accounting immediately. Accounting will match the invoice with the Request to Purchase Food and/or Space for Business Meetings form and send a copy of the invoice to the requesting office for approval. The requesting office should authorize payment by signing the invoice, completing and attaching a requisition along with the sign in sheet/list of attendees for the meeting, and returning the documents to Accounting.

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PRINTING

The printing of educational material is an important aspect of meeting departmental goals. Printing can be purchased by the traditional method of a purchase order or if the job costs less than \$5,000 the printing can be purchased by using the small purchase procurement card. Employees are encouraged to conduct prudent purchasing and promote competition.

RENTAL OF EQUIPMENT (COPIERS)

The OPTFM must provide written authorization to agencies for the rental or lease-purchase of equipment unless it is short-term daily rental or under the jurisdiction of ITS.

Prior to signing the contract for any equipment rental, a copy of the negotiated contract (quote) should be submitted to Purchasing for review. Prepare a requisition, which can be found on the [Accounting website in the Purchasing section](#), and send the form to Purchasing with the contract (quote) attached.

An office needing to rent equipment should contact the vendor to obtain quotes for the rental of equipment. The requesting office shall know and share their specific copier needs with the vendor. The basic needs will include: the volume of copies, the speed of the copies per minute, the dimensions of the copiers, finishing requirements, networking needs. The [statewide rental agreement](#) is the only acceptable agreement for copier and equipment rental.

Exhibit "A" of the Rental Agreement For Use By Mississippi Departments and Vendors shall list the base rental cost, cost per copy, supplies included in the base price, finishing features, rental period, delivery date, serial number, machine identification number, how maintenance costs are to be applied, as well as the electrical and networking requirements.

Offices should also make sure that the Office of Management Information Systems, Communications Division, is notified of the need for data lines and phone lines for the networking for copy, fax, and scan capability.

MASTER LEASE-PURCHASE OF EQUIPMENT

The Master Lease Program, pursuant to § 31-7-10, Mississippi Code of 1972, Annotated, enables agencies to acquire equipment by lease purchase. The Master Lease Program is administered through DFA and a designated financial advisor. The Master Lease Program provides agencies with competitive interest rates and low financing costs. For information about the Master Lease Program, see the [OPTFM website](#).

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ESTABLISHING BUSINESS ACCOUNTS

Accounting is responsible for establishing business accounts for the agency. Employees of the agency's requesting offices or special schools are not authorized to set up business accounts.

Notify Purchasing when business accounts are required in order to conduct business for the agency. Purchasing will complete the application process and authorize the accounts upon the approval of the Accounting Director.

Employees other than the authorized purchasing agents or SPPC credit card holders, who make unauthorized purchases in the name of the Department (by phone, on-site orders with merchants/retailers, or via the internet) are considered to have made unauthorized purchases and are personally liable for the purchases.

CONFERENCE PLANNING AND PURCHASES

Direct Billing

Those who prefer direct billing for conferences must obtain and submit the hotel direct billing application to the Director of Accounting for processing. The conference hotels may have an Authorized Signature Form, which is completed by the requesting office and the Accounting Director. The requesting office should identify what services are needed for a specific date. This form may carry a different title, depending on hotel procedures and accountability. The intent of the form is to establish an agency contact and confirm the individual and office responsible for the hotel services provided. A copy of the completed Authorized Signature Form shall be submitted to the Director of Accounting to finalize the completion of the application.

Clothing for Conference Registrants

The purchase of T-shirts is allowable for conference registrants only. The purchase shall be based on the number of registrants. Prohibited clothing items (which include Polo shirts, pants, short pants, and caps) are not allowable for Department employees and Department contract workers.

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CONFERENCE PLANNING AND PURCHASES (continued)

Donated Clothing

When the Department is sponsoring a conference, Department employees should not accept clothing donations from vendors, specifically designed for Department employees. The acceptance of gifts bearing the vendors name could give the appearance of a conflict of interest and collusion.

Conference Specialty Items

The purchase of specialty items such as tote bags, pens, writing pads, pencils, pens, mouse pads, key chains, etc. is allowable; however, specialty items shall be based on the number of registered participants.

The requesting office shall use conservative estimates when the conference participant counts are not final and orders must be placed in order to receive a timely delivery based on the conference dates.

A conservative estimate is allowed for on-site registrants. However, it is recommended that the requesting office list on the conference registration forms that T-shirts and totes will only be provided for pre-registered conference participants.

Door Prizes and Gifts

Department employees who solicit door prizes should be aware that donors may require that the agency provide them with a Gift Acknowledge form for tax purposes. Should a donor provide a door prize to the agency with a value of \$250 or more, the requesting office shall submit written information to Purchasing. The written information should include the donor's name, business name, address, date of donation, taxpayer identification number, the name and quantity of what was donated, and the value. Purchasing will complete the Gift Acknowledgement form for the donor.

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CONFERENCE PLANNING AND PURCHASES (continued)

Speaker Gifts

Speaker gifts are allowed. However, Section 66 and Section 96 of the Mississippi Constitution prohibit gifts to state employees where there is no obligation. Speakers who are compensated should not be provided a gift paid for with taxpayer dollars.

The choice of a speaker's gift should not be too elaborate or cause the public to question how funds are spent. The speaker's gift should be of good quality. However, the price of a speaker's gift shall be moderately priced and reasonable.

Gift Cards

The purchase of gift cards, which will be given as awards to attendees other than employees during conferences, cannot exceed \$25 per gift card. A justification to purchase gift cards is required and approval must be granted by the Bureau Director.

MEMBERSHIP DUES

The Department will only pay dues for entity/agency memberships. An entity/agency membership is a membership which belongs to the Department and not the individual. The entity membership is transferable from one employee to another. The membership remains with the agency should an employee terminate employment.

AWARDS

The purchase of an award, or certificate which has no value, is allowable to document attendance or the benefits of training for teachers, administrators, or school superintendents.

Presentation requiring an award considered to have value, other than a certificate documenting attendance, is not allowable unless authorized through regulations, statutes, or grant awards.

PURCHASE OF PLAQUES

Plaques are not allowed for state employees, teachers, or school district administrators. The purchase of plaques is not allowed unless regulations, statutes, or grant agreements establish awarding of plaques as a requirement. When requesting the purchase of a plaque, attach a copy of the regulation, statute or award requirements to the requisition.

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	<u>REVISION #3:</u> <u>January 1, 2014</u>

FRAMING OF CERTIFICATES, PICTURES, AND POSTERS

Framing of certificates, pictures, and posters is allowed for bona fide needs of the agency. All agency framed certificates, pictures and posters should remain with the agency should an employee terminate employment. The Department recommends certificate holders when issuing to non-state employees during award recognition ceremonies. The framing of personal certificates awarded to employees is not allowed.

MOTOR VEHICLE PROCUREMENT

OPTFM contracts for automobiles and trucks up to a specified weight are to be competitively bid. The required provisions and terms of contracts are outlined in the Procurement Manual. A procedure is also provided for procurement of vehicles not under state contract, which requires the agency to submit a request by letter for the approval and authority to advertise with detailed specifications to OPTFM. If the vehicle is under state contract, the procedure requires the agency to submit Form P-1 forms to the OPTFM for approval. Upon receipt of approval of the P-1 and the [Vehicle Request form](#) (VR-1), the Department may issue a purchase order to the awarded vendor. For additional questions related to vehicle procurement, contact Purchasing.