

As the end of the fiscal year approaches, the following deadlines have been established by the Office of Operations to ensure that our agency complies with the year-end processing regulations imposed by the state statutes and the Department of Finance and Administration (DFA). Section 7-7-23, Mississippi Code Annotated (1972), requires that all purchase orders covering purchases to be paid from funds appropriated for any fiscal year be executed by June 30th of the fiscal year.

Office of Procurement	Deadline Date
<p>FY21 Personal Services Contracts ending June 30</p> <ul style="list-style-type: none"> New contracts and modifications must be reviewed and approved by the Procurement Director. Review contract expenditures paid and expected through June 30. 	05/10/2021
<ul style="list-style-type: none"> Independent contract must have a Purchase Order (PO) for payment. Contract worker expenditures and amounts must align with the contract system (SPAHRIS) for payment of personal service, travel, PERS, and FICA. 	5/15/2021
<p>FY21 Requisitions/Shopping Carts/Technology requests due to Procurement</p> <ul style="list-style-type: none"> For all offices using General Funds through June 30. 	05/15/2021
<p>Any Emergency FY21 Requisitions/Shopping Carts/Technology requests due to Procurement</p> <ul style="list-style-type: none"> May 15 – June 5, 2021 – Program Chief Officer's justification memo required. Receipt of shipment must be confirmed by the vendor and reported to Accounts Payable. 	06/05/2021
<p>Any Emergency FY21 Requisitions/Shopping Carts/Technology requests due to Procurement</p> <ul style="list-style-type: none"> May 31 – June 05, 2021 – Operations Chief Officer's justification memo required. Receipt of shipment must be confirmed by the vendor and reported to Accounts Payable. 	06/05/2021
<p>FY21 State Procurement Card (PC) Purchases</p> <ul style="list-style-type: none"> DO NOT utilize procurement cards for purchases after established deadline date without prior approval from the procurement office. 	06/05/2021
<p>FY21 De-Obligation of Expenditures Purchase Orders (MAGIC)</p> <ul style="list-style-type: none"> Independent contracts, requisitions, shopping carts, and technology POs must be deobligated. 	06/05/2021

<ul style="list-style-type: none"> Review ALL invoices and invoices coming due through June 30 to make certain amounts reconcile with purchase order to ensure payment. Deobligate any funds remaining on the PO after all invoices coming due are reconciled. A <i>Purchase Order Change Request Form</i> is due to Procurement to de-obligate funds in MAGIC. <p>Contract Worker (SPAHRs)</p> <ul style="list-style-type: none"> Review contract worker spreadsheet to track all expenditures. Review ALL timesheets and timesheets coming due to make certain amounts reconcile with personal service, travel, PERS, and FICA. Contact procurement analyst assigned to process contract worker expenditures and carry over amounts to reconcile SPAHRs. 	
<p>FY22 Personal Services Contracts effective July 1, 2021</p> <ul style="list-style-type: none"> All FY22 renewals must have FY21 funds reconciled, contract reviewed, approved and signed by the Procurement Director. 	6/30/2021
<p>FY22 Purchase Order Requests</p> <ul style="list-style-type: none"> Requisition/Shopping Carts/Technology requests for purchasing may begin. 	7/01/2021
<p>FY21 Outstanding Invoices</p> <ul style="list-style-type: none"> PO must be approved in FY21 for payment in FY22. 	7/15/2021

Office of Accounting	Deadline Date
<p>FY2021 Travel Advance Requests</p> <ul style="list-style-type: none"> All requests for travel advances for travel ending June 30, 2021. 	06/10/2021
<p>Travel Vouchers for FY21</p> <ul style="list-style-type: none"> All travel vouchers for travel through June 30, 2021 are due in the Office of Accounting. 	07/09/2021
<p>Outstanding FY21 Travel Advances</p> <ul style="list-style-type: none"> All outstanding travel advances must be cleared to avoid any complications with your payroll check. 	07/09/2021
<p>FY21 Invoices</p> <ul style="list-style-type: none"> All Invoices must be signed/approved and submitted to the Office of Accounting for processing. 	07/16/2021
<p>Adjusting Entries (Journal Vouchers)</p>	08/01/2021

<ul style="list-style-type: none"> All Adjusting Entries must be submitted with all approval signatures on the <i>Program Fund Transfer/Coding Correction</i> form to the Office of Accounting. 	
<p>FY20 Travel Advance Requests</p> <ul style="list-style-type: none"> All travel advances for travel starting July 1, 2021. 	<p align="center">Submit after 07/01/2021</p>

Please submit appropriate documentation as outlined above by the designated due dates. Prior to submissions, please check your available budget authority and contact the Office of Budget & Planning to make any necessary budget modifications. Complete and attach a Form W-9 to any requisitions for new vendors. If goods are not received within **two weeks** of the order date, please notify the Purchasing Division.

If you have any questions, please contact the following persons:

Purchase Order/Encumbrances	Vivian Taylor	(601) 359-3994
Contract Worker/Carry Over	Carlos Galloway	(601) 359-1739
Travel	Yulanda Wesley	(601) 359-3074
Invoices	Greg Ramsey	(601) 359-2187
Adjusting Entries	Jeanne Tate	(601) 359-3975

You may also contact Monique Corley at (601) 359-5716 for procurement or Sheila Franklin-Buie at (601) 359-3525 for accounting.