

# PURCHASING STANDARD OPERATING PROCEDURES

The purpose of Standard Operating Procedures is to ensure timely processing of a purchase order (PO) for purchasing commodities, services, goods, merchandise, furniture, equipment, technology, automotive equipment of every kind, and any other personal property purchased by the agency. All requests must be received electronically via the designated email for purchasing at [purchasingrequests@mdek12.org](mailto:purchasingrequests@mdek12.org)

**Program office (requisitioner/requestor) shall be responsible for the following tasks:**

* Review State Purchasing Law/Guide.
* Contact the program office fiscal coordinator or grants management accountant to ensure funds are available for purchasing on the corresponding Cost/Funds Center or Internal Order Number.
* Submit required support to request a PO for all purchases, inclusive of contracts.
  + Visit the Procurement webpage for Purchasing to review procedures and/or obtain the appropriate forms for:

# State Purchasing Law/Guide

* + [Procurement Manual](https://www.mdek12.org/sites/default/files/documents/Procurement/Procurement-Manual_20180626.pdf)
  + [Purchasing Law Update](https://www.mdek12.org/sites/default/files/documents/Procurement/OSA%20Purchase_Law_Update_20180626.pdf)

**Purchasing Forms and Guides**

* + Purchasing Standard Operating Procedures
  + Request for Services or Goods Form
  + Request for Services or Goods Form - GUIDE
  + Purchase Order Change Form (Form updated)
  + Purchase Order Report
  + [Return of Goods Form](https://www.mdek12.org/sites/default/files/documents/Procurement/Return%20of%20Goods%20Form_20180626.docx)
  + [Purchase Order Procedures](https://www.mdek12.org/sites/default/files/documents/Procurement/Purchasing/purchase_order_procedures_pdf.pdf)
  + Quote Form
  + Quote Guide

**EQUIPMENT REPAIRS**

**Emergency Repair Defined – If the repair threatens the health or safety of any person, or the preservation or protection of property. (Visit the Procurement webpage for Purchasing to review Emergency guidance).**

**Program staff shall review the purchasing webpage for Equipment Repairs to ensure the following steps are complete:**

* Review Repair/Emergency Purchases Procurement Guidance
* Contact vendor for walk-thru to visit item repair
* Upon statement of price, complete an MDE Quote Form
* Vendor must provide a detailed and itemized quote for completing the work (vendor’s
* letterhead)
* A Repair Justification Memo, the MDE quote form, vendor quote, and requisition shall be submitted in the purchasing portal to expedite a PO prior to the receipt of an invoice.
* Please review the following form and guide for assistance.
* Programs should consider a maintenance contract for office equipment that require regular maintenance.

**MDE Equipment Repairs**

* Quote Guide
* Quote Form

**STATE PROCUREMENT CARD PROGRAM**

**Program staff participating with the State Procurement Card Program must review the purchasing webpage for the following:**

* + DFA State Procurement Card Guidelines
  + MDE Procurement Card Program Guidelines
  + Procurement Card Services
  + State Procurement Card Cardholder Agreement
  + State Procurement Card Food Purchases Form
  + State Procurement Card Log
  + State Procurement Card Missing Documentation Affidavit
  + VISA Purchasing Card Dispute Form

***Note:*** *Procurement Card Logs and Receipts for purchases must be submitted via the purchasing portal by the 15th of each month, no exceptions.*

# FOOD AND SPACE REQUEST FOR BUSINESS MEETINGS

**Program staff requesting purchase of food and space for business meetings must review the purchasing webpage for the following:**

* + GUIDE - Request to Purchase Food and/or Space for Business [Meeting](https://www.mdek12.org/sites/default/files/documents/Procurement/Purchasing/food_and_space_guide_2019.pdf)
  + Request to Purchase Food and/or Space for Business Meetings [Form used for food purchases for business meetings](https://www.mdek12.org/sites/default/files/documents/Procurement/food-and-space-form-20180716.doc)
  + Quote GUIDE
  + Quote Form

**Note:** *The Office of Procurement will require at least seven (7) business days to process and approve a food and space request. Please submit the food and space request via the purchasing portal at least 14 business days prior to your event to ensure a timely approval.*

**PURCHASE ORDER (PO) REQUESTS**

**SHOPPING CART INSTRUCTIONS FOR PURCHASING**

**Prior to creating a Shopping Cart, please review the types of contracts for guidance on processing a purchase request. (Visit the Procurement webpage for Purchasing to review Procedures for Shopping Cart Requests).**

**Program office shall purchase utilizing the following Shopping Cart guidance:**

* + Complete a Shopping Cart Routing Form to establish procurement roles to request purchase orders (PO).
  + Submit the Shopping Cart Routing Form to the Office of Procurement for processing.
  + OTSS/DFA shall assign Shopping Cart user roles.
  + For new program staff assigned to purchasing, please visit the Procurement webpage for Purchasing to review Shopping Cart instructions.
  + OTSS shall provide log-in instructions upon assigning roles.
    - **Equipment and technology** **purchases** **shall not be requested** in Shopping Cart. See procedures below for SOFTWARE/EQUIPMENT/HARDWARE PURCHASES.
    - Contact the purchasing office to request Shopping Cart training.

# SHOPPING CART

* + Shopping Cart Routing Form
  + Shopping Cart Instructions – Requestor and Reviewer
  + Shopping Cart Instructions – Manager

**Guide/Instructions for Creating a Shopping Cart**

* Visit the Mississippi’s Accountability System for Government Information and Collaboration (MAGIC) webpage to access Shopping Cart for purchases.
* Complete and upload supporting documentation in MAGIC for Shopping Cart processing (if applicable). When uploading supporting documents, ensure line item one is highlighted.
* Appropriate supporting documentation shall include the following to process purchases less than $50,000.
  + Request for Quote Form
  + Vendor Quote (Vendor Letterhead and signed)
  + Other documentation, to include a Letter from Mailroom/Print Shop for printing (if applicable)
* Program **must** provide a quote form, vendor quote(s) and supporting documentation for each request.
* Less than $5,000 – one vendor quote (quote on Vendor’s Letterhead)
* Greater than $5,000 – two vendor quotes (quote on Vendor’s Letterhead)
* Greater than $50,000 – Invitation for Bid is required
* Provide vendor quotes that are comparable or similar in nature and accurate. (Please identify item compared between vendors)
* Provide the required supporting documentation in the Shopping Cart’s Notes and Attachments Tab to assist Purchasing Analysts (PA) with review of non-state contract item requests. When uploading supporting documents, ensure line item one is highlighted.
* Include shipping cost, if applicable.

**The Office of Procurement will process a Shopping Cart in accordance with the following instructions:**

* Review Shopping Cart for compliance to process a PO.
* Forward purchase order request to the Office Director (OD) to approve a PO in MAGIC to generate to the awarded vendor.
* OD will email the approved PO to the program office, purchasing staff, Accounts Payable, Fixed Assets, and mailroom staff, if required.
* If a Shopping Cart is rejected, program guidance will be provided in the Rejection Notes Section to alert requestors of pertinent information required to process a PO.
* Purchasing Staff will email program requisitioner to inform them of the shopping cart rejections.

**SHOPPING CART REJECTION INSTRUCTIONS**

* Copy the original shopping cart
* Update cart as notated in the internal/rejection notes by the assigned purchasing staff.
* Resubmit cart in MAGIC for processing.

**PURCHASE ORDER MODIFICATION**

**Program office requiring a modification to a PO, must provide the following to the purchasing office:**

* A Purchase Order Change Request Form
* Attach supporting documentation to accompany each modified PO request (if applicable).
* Purchasing Staff will modify purchase order according to the Purchase Order Change Request Form submitted by the program and submit to OD for approval.

**PURCHASE ORDER MONITORING**

**Program office shall also monitor shipping of items to ensure timely delivery of products and services such as:**

* Items purchased shall be shipped and received by June 15 of each year.
* Items shipped, but not received by June 15 shall be tracked and Accounts Payable notified of undelivered items and planned date of delivery.
* Items tracked, shipped, and received after June 30; the requestor shall submit a Purchase Order Change Request Form to deobligate the existing PO before June 30.
* Upon deobligating, contact the vendor to cancel order.
* If items were not received by June 30, but will be delivered prior to the lapse period, the requestor must notify the Accounting Office.
* Include shipping cost, if required.

**If items will NOT be delivered by the lapse period, the requestor must request a waiver**

**from the Accounting Office:**

* Contact the Accounting Office to request a waiver to use the previous year funds to purchase items not delivered prior to lapse period.

**If a waiver is not requested,** **the requestor shall submit a Purchase Order Change Request Form to modify the Purchase Order to deobligate the previous fiscal year’s PO by June 30th.**

* The new Shopping Cart request for a PO shall include the following supporting documentation attached in MAGIC under the Notes and Attachments tab:
  + A copy of the deobligated PO
  + All original documents submitted to the Office of Procurement for processing of the original PO.
  + A justification memo explaining the circumstance signed by a Bureau Director or above.
* Verify the shipped order upon receipt.
* Report any discrepancies with orders to the Office of Procurement immediately.
* Attach the PO to the invoice within 30 days of receipt and submit to Accounts Payable for payment.

# SOFTWARE/EQUIPMENT/HARDWARE PURCHASE

**Program office shall purchase equipment/hardware/software technology using the following steps:**

* Contact the program office fiscal coordinator or grants management accountant to ensure funds are available for purchasing on the corresponding Cost/Funds Center or Internal Order Number.
* Funds are in the appropriate category. All purchases are subject to the availability of funds.
* If the program is obtaining quotes, the below steps must still be followed.
  + - The blue and white Technology Purchase Request Form shall be downloaded from the OTSS web page [(click here).](http://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/technology-purchase-approval-request.xls)
    - Program Contact will complete the blue and white Technology Purchase Request Form and submit to Office Bureau Director for approval.
* The completed and signed blue and white Technology Purchase Request Form is attached to the MDENET email
* The email is sent to [mdenet@mdek12.org](mailto:mdenet@mdek12.org) with the subject line “**Technology purchase approval request**.”
  + - The blue and White Technology Purchase Request Form is returned to program contact approved by OTSS with quotes attached.
  + Quote(s) are attached to the email also. If a quote is not obtained, OTSS will provide a quote for you.
* Products $5,000 or less- 1 quote (on Vendor’s Letterhead and signed)
* Products $5,000.01 - $50,000- 2 quotes
* Products $50,000.01 or more - will require request for bid/Mississippi Department of Information Services (ITS) approval
  + - Request Authorized signature by person responsible for verifying budget to sign blue and white Technology Purchase Request Form.
    - Program shall submit a completed and signed requisition in the Purchasing Portal to include the program’s approved Project Plan along with supporting documentation received from OTSS.

**The Office of Technology and Strategic Services (OTSS) will be responsible for the tasks below:**

* If the purchase is approved OTSS will provide all other documentation required under the EPL Instructions for use.
* In the event the purchase is not approved, OTSS shall return the technology purchase request form to the program office marked “Disapproved”, and the program office cannot proceed any further with the procurement.
* Return the technology purchase request form and quote to the program office with OTSS approval signatures. Then, the purchase can be made following MDE policies and procedures.

**The program office shall submit the following documentation to the designated email for purchasing for approval of a PO upon OTSS’ approval:**

* + Request for Goods and Services Form (Requisition)
  + Technology Purchase Request Form (Approved by OTSS)
  + Quotes (provided by requesting program office or OTSS)
    - * + Products $5,000 or less- 1 quote
        + Products $5,000.01 - $50,000- 2 quotes
        + Products $50,000.01 or more – will require request for bid/ITS approval
        + Products on EPL can be purchased by agency up to the EPL amount.
        + Refer to ITS [procurement manual](https://www.its.ms.gov/Procurement/Documents/ISS%20Procurement%20Manual.pdf) for approved thresholds on page 124. The manual will define procedures and required approvals for each category and project lifecycle cost range.

**Program office shall receive approved packet from OTSS and complete the following steps:**

* Obtain the *Request for Services or Goods Form (requisition)* for equipment and technology purchases only.
* Ensure the vendor is registered in MAGIC prior to submission to the Office of Procurement for processing. If there is an issue with registration, please call the MMRS Help Desk at 601-359-1343, select Option 2 for assistance or email MMRS Help Desk at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov).
* Contact the program fiscal coordinator and authorized designee to review, approve, and sign the requisition.
* Submit OTSS’ approved packet and supporting documentation in the Purchasing Portal to the Office of Procurement for processing.

**The Office of Procurement will be responsible and charged with providing program offices with:**

* A returned packet to the program office if a modification to the requisition packet is required.
* Process the technology packet for a PO.
* Forward purchase request to the Office Director or Procurement Director to approve a PO in MAGIC to generate to the awarded vendor.
* Email the approved PO to the program office, purchasing staff, Accounts Payable, and mailroom staff, if required.

# SPECIAL CIRCUMSTANCE FOR TECHNOLOGY PROCUREMENTS

**For quotes that require a signed technology agreement for hardware and/or software purchases, the program office will include in their packet the following items in addition to the documentation listed above:**

* The Contract Justification-Information Technology (IT) Related Products and Services Form (located on the Office of Procurement webpage)
* The signed agreement reviewed and approved by the Chief Officer and OTSS
* All supporting documents approved by OTSS and a requisition
* Submit the technology packet to the Office of Procurement for contractual processing.

**ITS APPROVED CONTRACTS**

**Program office shall work with OTSS on the approval of ITS related procurements.**

* OTSS shall provide the program office with CP-1 approval received from ITS.
* Program office shall submit the packet to the Office of Procurement for PO processing.
* Approved Contract Justification Form signed by Procurement and Compliance
* Board item, if applicable
* Technology Purchase Approval Form
* Request for Goods and Services Form (Requisition) with MAGIC contract number affixed
* A copy of the approved CP-1

**MDE APPROVED CONTRACTS**

**Program office shall submit the packet to the designated purchasing email for PO processing.**

* + Signed contract with MAGIC number
    - * The contract number will provide purchasing the support from the procurement and award associated in the MAGIC system.
  + Board Item, if applicable
    - Request for Goods and Services Form (Requisition)

**The Office of Procurement will be responsible and charged with providing program offices with:**

* If a modification is required, an Information Request Checklist will be provided.
* Shall process purchasing requests in MAGIC.
* Forward purchase request to the Office Director or Procurement Director to approve a PO in MAGIC to generate to the awarded vendor.
* Email the approved PO to the program office, purchasing staff, Accounts Payable, and mailroom staff, if required.

**CHECKLIST FOR PURCHASING REQUEST:**

**SHOPPING CART**

* Funds approved by fiscal coordinator
* Access to Shopping Cart
* Vendor is a registered supplier in the MAGIC
* Vendor information aligns in MAGIC
* Verify all internet order amounts
* Product numbers, pricing and est. shipping verified by vendor
* Date and phone number provided
* Supporting documentation aligns with quote request in the Notes and
* Attachments section via MAGIC
* Quantity, unit, description, totals align
* Budget codes accurate
* PO Change Form and PO number provided for a modification request
* Quotes attached mirror for each vendor
* W-9 attached for new vendors

[**REQUEST FOR SERVICES OR GOODS FORM**](https://www.mdek12.org/sites/default/files/documents/Procurement/Request%20for%20Services%20or%20Goods%20Form_20180626.xlsx)

* + Funds approved by fiscal coordinator
  + Technology related items reviewed and approved by OTSS
  + Supplier name and number is affixed on requisition
  + Product numbers, pricing and est. shipping verified by vendor
  + Requestor/Requisitioner and authorized signatures are not the same person
  + Date and phone number provided
  + Supporting documentation aligns with quote request
  + Quantity, unit, description, totals align
  + Budget codes accurate