

**Mississippi Department of Education
Office of Procurement
Contract Purchase Order Request
Procedures**

1. The program office designee will evaluate the available resources within the Department then make an assessment if a contract is needed.
2. The designee must contact the budget designee in the program office to make certain funds are available for the amount of the contract.
3. Two requisitions must be prepared: one for first half and one for the second half. First allotment is (July – December) and second allotment is (January – June). Requisitions will no longer be generated for each invoice; you must encumber the contract amount in two allotments.
4. The budget designee must initial the requested amount to verify that the funds are/will be available before the Bureau Director or above signs the purchase requisitions.
5. Prepare contract packets, which include the two requisitions, for submission to the Office of Procurement for normal processing.
6. After final signatures, the contract packet will be forwarded to the Office of Purchasing for processing.
7. The Office of Purchasing will process a purchase order for the first allotment of the contract. The program office will be provided a copy of the purchase order.
8. The second requisition will be maintained in the Office of Purchasing and a purchase order will be generated for the second allotment at the appropriate time.
9. The contract packet will be forwarded to the Office of Accounts Payable for processing.
10. Upon receipt of an invoice, the invoice should be signed authorizing payment and attesting to the receipt of the goods. A copy of the applicable purchase order should be attached to the invoice.
11. The program office accounting designee should forward the invoice with the attached purchase order to the Office of Accounting for payment.
12. If budget assignments are modified during the contract period, a new requisition must be completed and submitted to the Office of Purchasing.

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