

FREQUENTLY ASKED QUESTIONS

1. Q: Is this on State Contract?

A: Call Purchasing at 979-2221 or go to <http://www.dfa.state.ms.us>

2. Q: How much can I buy before I have to get written quotes or how much before we have to advertise for bids?

A: \$5,000 to 25,000 requires two written quotes. Over \$25,000 we have to bid and advertise. State law requires this.

3. Q: I have an invoice; what do I do with it?

A: Make sure the purchase order number is on the invoice and send it to Accounts Payable Financial Services.

4. Q: Why do we have to bid this item?

A: State law requirement, Section 31-7-13 Mississippi Code of 1972, Annotated.

5. Q: Why do we have to get approval from State Purchasing?

A: State law requirement.

6. Q: Why do we need a letter from the department for sole source items?

A: This is a requirement by the State Purchasing Office.

7. Q: What object codes do we use? Many requisitions come in without an object code.

A: Call Financial Services for an object code listing.

8. Q: Why do I have to code a printer under \$500 equipment?

A: State law requirement.

9. Q: Do I have to buy calculators that are on contract?

A: No, they are now on the open market for purchase.

10. Q: Can I have this delivered directly to me?

A: Yes, however notification must be given to Central Receiving by completing and faxing the Direct Delivery Form. (See Central Receiving)

11. Q: Can I fax my requisition to the vendor?

A: No, requisition is not to be used as a purchase order.

12. Q: Will you fax the purchase order for me?

A: Upon request.

13. Q: Why can't I split orders when it's for two different items or jobs?

A: State law will not allow it.

14. Q: How can I buy answering machines, telephones, etc?

A: Get prior approval from Telecommunications and submit on a requisition to Purchasing.

15. Q: Is it legal to buy coffee pots, microwaves, refrigerators, etc?

A: It is generally accepted that state funds may be used to purchase items and services which will further the legitimate government purpose of the buying entity.

16. Q: Do I have to buy through the bookstore?

A: No

17. Q: Do I need a Purchase Order before ordering?

A: Yes, unless purchasing on the small procurement card.

18. Q: Are there any items regardless of cost that have to be placed on inventory?

A: Yes, see equipment exception list.