FREQUENTLY ASKED QUESTIONS

1. **Q**: Is this on State Contract?
   **A**: Call Purchasing at 979-3193 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**: $5,000.00 to $50,000.00 requires two written quotes. $50,000.01 and over we will 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.