

JACKSON STATE UNIVERSITY

PROCUREMENT GUIDELINES

Transaction	Under \$5,000	\$5,000.01 - \$75,000	\$75,000.01 - \$249,999	\$250,000 +
Commodities	Any Source	2 quotes needed or (DFA) State Contract	Bids DFA Approval Required	Bids IHL Approval Required DFA Approval Required
Services	Any Source	2 quotes needed	2 quotes needed	Bids IHL Approval Required
Technology	Any Source	2 quotes needed	Bids ITS Approval Required	Bids ITS Approval Required IHL Approval Required

- No service or product should be rendered/delivered to JSU unless the vendor has received a **PURCHASE ORDER RECEIPT (PO)**.
- The requisition for payment of an invoice shall be entered within thirty (30) days of receipt of invoice.
- Payment to the vendor must be made within forty-five (45) days after the receipt of invoice and receipt, inspection, and approval of goods and services per MS Code 31-7-305.
- JSU is subject to be charged 1.5% of the invoice per month, in addition to the invoice balance, if payment is not rendered to the vendor within forty-five (45) days.