

Purchasing

Frequently Asked Questions

1. Q: Is this on State Contract?
A: Go to http://www.dfa.state.ms.us/Purchasing/epl_query.htm.
2. Q: Do I have to buy office supplies from the Bookstore? I can buy it so much cheaper off campus.
A: Office supplies are on State Contract and can be purchased from the Bookstore or State Contract Vendor with a minimum of \$50.
3. 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 has to be advertised and submitted by bids. State law requires this.
4. 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.
5. Q: Which form do I use? requisition, remittance voucher, travel voucher, petty cash, etc.
A: Refer to Account Chartfields designated by the Controller's Office found at <http://www.usm.edu/controllersoffice/forms.html> or Call Purchasing at 266-4131.
6. Q: Can I pay for this and get reimbursed?
A: Yes, in most cases up to \$50 on petty cash. This type of purchase requires payment of sales tax which cost the University more.
7. Q: Why do we have to bid this item?
A: State law requirement.
8. Q: Why do we have to get approval from State Purchasing?
A: State law requirement.
9. Q: Why do we need a letter from the department for sole source items?
A: This is a requirement by the State Purchasing Office.
10. Q: What account codes do we use?
A: Call Purchasing at 266-4131.
11. Q: Can I charge this to next year's budget?
A: Only if it applies to next year with the approval of Financial Affairs.
12. Q: Can I have this delivered directly to me?
A: No, you need to go through Receiving for control purposes.

13. Q: Can I get the purchase order today and go pick up the item?
A: Call Purchasing at 266-4131 to schedule a time to pick up a hard-copy purchase order.
14. Q: May I fax my requisition to the vendor?
A: No, the requisition is not to be used as a purchase order.
15. Q: Will you fax the purchase order for me?
A: Only if an emergency.
16. Q: Why can't I split orders when it's for two different items or jobs?
A: State law will not allow it.
17. Q: How can I buy answering machines, telephones, etc?
A: Get prior approval from Telecommunications and submit on a requisition to Purchasing.
18. Q: Is it legal to buy coffee pots, microwaves, refrigerators, etc?
A: Yes, if they are used in faculty/staff break rooms.