

Purchasing Guidelines from Procurement and Contracts

All purchases of supplies, products, equipment, services and rentals for the university must be on an authorized university purchase order which is issued through the Office of Procurement and Contracts. A Banner requisition must be entered prior to the purchase order.

Certain small dollar purchases (under \$5000.00), but not all, may be made on the departmental procurement card. Read all the “do’s and don’ts” prior to using the card found at www.procurement.msstate.edu/procard/usage/.

The university will assume no obligation for purchases not made in accordance with the above requirements. The Office of Procurement and Contracts has the sole authority for placing orders for the university. Purchasing laws of the State of Mississippi and university policies must be followed.

You may call 325-2550 with any purchasing question. Basic information is as follows:

- Issue a requisition for a purchase order prior to receipt of goods or services.
- Dollar Limits - **\$5000.00 and below**
 - Purchase on Procurement Card (see website or call)
 - Purchase on one-time or standing purchase order
- **\$5000.01 - \$25,000.00**
 - Two quotes are required – Send to P&C with requisition
- **Over \$25,000.00**
 - Advertisement by P&C and sealed bids are required - Issue a requisition with specifications and suggested vendors
Bids are opened at a public bid opening at Office of P&C
- Any legal contracts are to be sent to Procurement and Contracts for review and signature.
- For more information, contact your Purchasing Agent or Buyer.