



MISSISSIPPI STATE
UNIVERSITY™

Mississippi State University
Office of Procurement and Contracts

**Requisition to Purchase Order to Final
Payment Process**

Department Level

A. Department recognizes a need for a product or service.

B. Vendors are contacted and necessary quotes are obtained

1. **Small Dollar Purchases under \$5,000.00** (total order)

- No quote required

2. **Quotes - \$5,000.01 through \$50,000.00** (total order)

- Two quotes required

3. **Bids – Over \$50,000.01** (total order)

- Procurement and Contracts advertises and sends out bid request forms
- Sealed bids are opened at Procurement & Contracts office

Department Level

1. **Sole Source** – only one vendor manufactures and sells product
2. **Research Approval** – multiple vendors sell product but because of certain circumstances we must buy from a specific vendor
3. **Emergency Purchase** – due to certain extreme circumstances, the item(s) must be purchased immediately without following the normal bid rules
4. **Exemption from State Contract** – there is a similar item on the Competitive State Contract, but the item must be purchased from another vendor for specific reasons

Department Level

- C. Any additional forms are completed (i.e. Sole-Source, Federal Screening Form)
- D. Banner requisition is developed, completed and

<p>Mississippi State UNIVERSITY</p> <p>REQUEST FOR PAYMENT PROFESSIONAL ASSOCIATION DUES AND/OR FEES</p> <p>This form must be completed and submitted to Procurement and Contracts with any requisition for the payment of Association Dues and/or Fees. If a department is paying these fees with the Procurement and filed with the invoice and applicable P-card statement. If the form is not properly completed, the individual will be liable for the re-payment of any funds expended by the University for</p> <p>The Attorney General of the State of Mississippi has determined that there are occasions when employees pay Association Dues and/or Fees in the name of employees. The Attorney General opines that if the University makes the following findings:</p> <ol style="list-style-type: none">1) That the professional association dues or fees are reasonable and necessary to the performance of the employee's or officer's duties.2) That the membership must accrue to the benefit of the public entity, and any benefit to the employee is merely incidental. <p>Requesting Individual: _____ (Name of employee or officer in whose name the dues are paid)</p> <p>Department: _____</p> <p>Association: _____</p>		<p>MSU Federal Property Screening Form Reset Form</p> <p>An internal screening of equipment purchases on a per item basis is required in order to avoid the purchase of duplicate items. This form is to be completed and attached to each federal equipment requisition and any supporting documents with a purchase cost of \$5,000 and above before being forwarded to Procurement &</p> <p>Mississippi Institutions of Higher Learning Executive Office (Vehicle Justification and IEO Approval Form) <i>Form must accompany Requisition for Vehicle Purchase or Lease</i></p> <p>Date: _____</p> <p>Department Requesting Vehicle: _____</p> <p>Department Contact Name and Phone Number: _____</p> <p>Is this a lease or purchase? Lease _____ Purchase _____</p> <p>Vehicle Description: Make, Model, Year, Type (automobile, van, truck): _____</p> <p>Justification related to the need and use for the vehicle lease/purchase (provide detailed explanation): _____ _____ _____ _____ _____ _____</p> <p>Date: _____ Phone Number: _____ Fax Number: _____ BANNER Fund Number: _____ Requisition Number: _____</p>
---	--	---

Procurement & Contracts

- A. Requisition prints in Procurement & Contracts
- B. Requisitions are separated by department and distributed to Purchasing Managers
- C. Purchasing Managers review requisitions and hold for any attachments
- D. After necessary attachments and/or approvals are received, purchase orders are issued

Department Level

E. Products/Equipment/Services are delivered – Department inspects and accepts.



Procurement & Contracts

- E. Invoice is sent to Procurement & Contracts, verified against P.O. and electronically sent to department.
- F. Approval for payment is received from department and payment is processed by Procurement & Contracts