



STATE OF MISSISSIPPI
HALEY BARBOUR, GOVERNOR

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

**To: Executive Directors
Agency Accounting Contacts
Agency Payroll Contacts**

From: Cille Litchfield, Deputy Executive Director

Date: May 4, 2009

Re: E-Invoice/E-Payment Contract Language

Vendor Invoices and Payments

Effective December 1, 2008, the Department of Finance and Administration (DFA) completed the pilot project for the e-Invoice module of PayMode. DFA is now ready to expand electronic invoicing to as many vendors as possible.

All contracts, other than those for contract workers paid through SPAHRS, entered into or amended on or after July 1, 2009, must contain the following combined language for e-Payment and e-Invoicing.

The State requires the Contractor to submit invoices electronically throughout the term of the agreement. Vendor invoices shall be submitted to the state agency using the processes and procedures identified by the State. Payments by state agencies using the Statewide Automated Accounting System (SAAS) shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the Contractor's choice. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

Agencies should begin to work with their vendors currently activated in the PayMode e-Payment module to enroll them in PayMode e-Invoicing.. At present we do not have a deadline to complete the migration of these invoices but plan to pursue this over time through a process similar to that followed with the expansion of PayMode payments.

Contract Worker Payments

All contract workers paid through SPAHRS beginning July 1, 2009, must be paid via direct deposit. No paper warrants will be printed for contract worker payrolls beginning with the first bi-weekly cycle in July 2009. There shall be no exceptions to this process other than for those exceptions previously approved for payment as "day laborers" on a weekly cycle.

Questions

If you have questions, please contact the MMRS Call Center at 601-359-1343 or mash@dfa.state.ms.us