

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	PURCHASING	SUB-SECTION 08.10.10
SECTION	OVERVIEW	ISSUANCE DATE JULY 1,1998
SUB-SECTION	INTRODUCTION	REVISED - 2018

INTRODUCTION

Section 7-7-23, Miss. Code Ann. (1972), states in part:

"Purchases of equipment, supplies, materials, or services of whatever kind or nature for any department, officer, institution, or other agency of the state, the cost of which is to be paid from funds in the State Treasury on State Fiscal Officer disbursement warrants, may be made only by written purchase orders duly signed by the official authorized so to do, on forms prescribed by the State Fiscal Officer. Purchases of such equipment, supplies, materials, or services, as specified herein, made without the issuance of such purchase orders shall not be deemed to be obligations of the state unless the State Fiscal Officer, by general rule or special order, permits certain purchases to be made without same."

Section 7-7-25, Miss. Code Ann. (1972), states in part:

"Upon receipt of each purchase order filed with the State Fiscal Officer under the provisions of section 7-7-23, the State Fiscal Officer shall, upon approval of such purchase order, make due entry of the same on the record of encumbrances, which shall be established in the General Accounting Office, showing separately thereon an account for each department, institution or other agency and the law authorizing the appropriation from which the same is to be paid, if from appropriated funds. Encumbrances so made and entered shall, until paid, be shown in the General Accounting Office's books of account so as to be used as a liability against the then cash balance of the particular fund which is applicable, whether general or special, and against the appropriation balance, if the encumbrance is to be paid from appropriated funds."

Note: Section 27-104-6, Miss. Code Ann. (1972), provides "wherever the term 'State Fiscal Officer' appears in any law it shall mean the Executive Director of DFA."

In Mississippi there are four agencies that regulate purchasing. The Office of Purchasing, Travel, and Fleet Management of DFA generally supervises commodity purchases and rental of equipment except those governed by other agencies. ITS governs the acquisition or disposition of any computer and telecommunications equipment, word processing equipment, software or services. In addition, Section 7-7-3, Miss. Code Ann. (1972), authorizes DFA to prescribe and approve all accounting systems and systems for keeping other essential financial records. SPB is legislatively mandated to approve contracts for personnel services. The Personal Service Contract Review Board of DFA approves contracts for personal and professional services. The Attorney General's Office approves contracts for outside legal counsel.

Additional information about Mississippi purchasing regulations may be found at the following websites:

Information Technology:

<https://www.its.ms.gov/Procurement/Pages/default.aspx?fices/information-technology/>

DFA Office of Purchasing, Travel, and Fleet Management:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/>

State Personnel Board:

<http://www.mspb.ms.gov/mspb-policies.aspx>

DFA Office of Personal Service Contract Review:

<http://www.dfa.ms.gov/dfa-offices/personal-service-contract-review/>

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Through its various integrated components, MAGIC handles the entire purchasing process in a real-time environment. The Supplier Relationship Management (SRM) component manages all procurement functions within MAGIC.

These activities include:

- Shopping Carts (requisitions)
- Purchase Order Management
- Strategic Sourcing for supplier selection and qualification, as well as bid invitations
- Contract Management
- Supplier Management, which includes supplier registration, self-service and evaluation

SRM manages the purchasing function by:

- Automating requisitioning and order management
- Providing easy to use internal and external catalogs
- Sourcing commodities procurement to reduce costs and cycle times
- Helping agencies remain in compliance with policies through the contract function
- Enabling transaction efficiency through supplier connectivity
- Flexible reporting
- Real-time budget checks
- Integration with other areas of MAGIC