

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

TOPIC	PURCHASING	SUB-SECTION 08.20.20
SECTION	PURCHASE ORDERS	ISSUANCE DATE APRIL 30, 2003
SUB-SECTION	PROCESSING PURCHASE ORDERS	REVISED - 2018

PROCESSING PURCHASE ORDERS

A technical discussion of the various purchase order processes in MAGIC is beyond the scope of this manual. Job aids for the purchase order process in MAGIC may be found on the web page of MMRS at:

<http://www.dfa.ms.gov/media/2092/magic-job-aids-reference-list.pdf>.

For technical assistance or problems with a purchase order, an email should be sent to the mash help desk at mash@dfa.ms.gov.