

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

TOPIC	PURCHASING	SUB-SECTION 08.30.10
SECTION	CONTRACTS	ISSUANCE DATE JULY 1, 1998
SUB-SECTION	CONTRACT OVERVIEW	REVISED - 2018

CONTRACT OVERVIEW

The DFA Office of Purchasing, Travel, and Fleet Management promulgates the policies and procedures controlling contracts. This information can be found on their website at: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/>.

All questions about contracts for commodities and equipment should be directed to their office.

There are several types of contract types in MAGIC used to identify the type of contract being entered. Some types are restricted to certain agencies.

Contracts are managed in the MAGIC portal via Supplier Relationship Management (SRM). A contract can be created manually, created with reference to a shopping cart, or created from an accepted RFx. Upon completion, the contract is sent to the appropriate oversight agencies for approvals.

NOTE: Purchase Orders should be created for all items with a contract, even if the items do not require a PO. This will allow for posting of the final invoice payment after the contract has expired. If the contract expires before the final payment, and no PO has been created, then direct invoices cannot be created against the contract.

Job aids and training materials for creating and processing contracts are found on MMRS's website at <http://uperform.magic.ms.gov/gm/folder-1.11.6472>. If technical assistance is needed, an email should be sent to mash@dfa.ms.gov.