

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

TOPIC	PURCHASING	SUB-SECTION 08.40.10
SECTION	ASSET PURCHASE ORDERS	ISSUANCE DATE JULY 1, 1998
SUB-SECTION	ASSET PURCHASE ORDER OVERVIEW	REVISED - 2018

ASSET PURCHASE ORDER OVERVIEW

The asset purchase process begins with creating an Asset Purchase Order in MAGIC. Creating an Asset PO will ensure that State regulations for thresholds as defined by the DFA Office of Financial Reporting and the Office of the State Auditor are followed.

Collections of job aids and training materials can be found on MMRS's website on the MAGIC Job Aids: Reference List at <http://www.dfa.ms.gov/media/2092/magic-job-aids-reference-list.pdf>. If technical assistance is needed, an email should be sent to mash@dfa.ms.gov.