



DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT
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PURCHASING NOTES

WHAT'S INSIDE THIS ISSUE:

- CONTRACT LISTINGS
- CONTRACT AGENCIES LISTINGS
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- TRAVEL NEWS



ISSUED BY THE OFFICE OF
PURCHASING, TRAVEL AND
FLEET MANAGEMENT

BUREAU OF PURCHASING AND CONTRACTING

CONTRACT Listings

OPTFM Contracts by Analyst Responsibilities

Please contact the analysts below if you need assistance with any OPTFM contracts:

ASHLEY SMITH

- Ammunition
- Fire Protection
- MS Recycled Products
- Laundry/Linen Rental Services
- Furniture (H-M)

JAMES BRABSTON

- Traffic Signals
- Ground Maintenance
- Soft Body Armor
- Office Papers
- Furniture (N-Z)

SHAKRITA FIELDS

- MDOT SWC
- Firefighting Uniforms
- Water Treatment

KIZZIE SHORTER

- Furniture (A-G)
- Interior Signage
- Maintenance Repair & Operations
- Panel Systems
- Carbonless Paper

LASHUN SMITH

- Incontinence
- Laundry Chemicals
- Toner
- Janitorial

EASTER HAIMUR

- Copiers
- Mailing Equipment
- Lab
- Office Supplies

CONTRACT AGENCIES LISTINGS

ASHLEY SMITH
(601)359-5406

- **ALCORN STATE**
- **ARTS COMMISSION**
- **BOSWELL REGIONAL CENTER**
- **CONTRACTORS BOARD**
- **COSMETOLOGY BOARD**
- **EXAMINERS LICENSURE BOARD**
- **GRAND GULF MILITARY**
- **JACKSON STATE UNIVERSITY**
- **MOTOR VEHICLE COMMISSION**
- **MS DEPT. OF BANKING AND CONSUMER FINANCE**
- **MS SPECIALIZED TREATMENT FACILITY**
- **OFFICE OF THE STATE AUDITOR**
- **REGISTRATION OF PRO ENG**
- **SENATE**
- **STATUS OF WOMEN**
- **TOMBIGBEE**
- **UNIVERSITY OF MISSISSIPPI**
- **VETERANS HOME PURCHASE BOARD**
- **WILDLIFE, FISHERIES AND PARKS**

JAMES BRABSTON
(601)359-2007

- **ATTORNEY GENERAL**
- **AUCTIONEER COMMISSION**
- **BOARD OF NURSING HOME ADMINISTRATORS**
- **BOARD OF PUBLIC ACCOUNTANCY**
- **CENTRAL MS RESIDENTIAL CENTER**
- **CHARTER SCHOOL AUTHORIZER BOARD**
- **DEPARTMENT OF HEALTH**
- **DEPARTMENT OF HUMAN SERVICES**
- **ELLISVILLE STATE SCHOOL**
- **IHL BOARD**
- **LBO**
- **LEGISLATIVE JOINT OPERATIONS**
- **MILITARY**
- **MS DEPT. OF CORRECTIONS**
- **MS DEVELOPMENT AUTHORITY**
- **MS FUNERAL SERVICES BOARD**
- **PUBLIC SERVICE COMMISSION**
- **SOIL AND WATER**
- **STATE ROAD AID**
- **UNIVERSITY OF MS MEDICAL CENTER**
- **VETERANS AFFAIRS BOARD**
- **YELLOW CREEK**



SHAKRITA FIELDS
(601)359-9263

LASHUN SMITH
(601)359-1310

- **APPRAISER LICENSURE**
- **BOARD OF DENTAL EXAMINERS**
- **BOARD OF REGISTERED PROFESSIONAL GEOLOGISTS**
- **EAST MS STATE HOSPITAL**
- **ETHICS**
- **LIBRARY COMMISSION**
- **MARINE RESOURCES**
- **MEDICAID**
- **MS DEPT. OF ARCHIVES AND HISTORY**
- **MS DEPT. OF EDUCATION**
- **MS DEPT. OF FINANCE AND ADMINISTRATION**
- **MS GAMING COMMISSION**
- **MS STATE PERSONNEL BOARD**
- **MS VALLEY STATE UNIVERSITY**
- **SUPREME COURT**
- **TRANSPORTATION**
- **UNIVERSITY PRESS**

- **ADOLESCENT CENTER OF MS**
- **BOARD OF CHIROPRACTIC EXAMINERS**
- **BOARD OF PSYCHOLOGY**
- **BUREAU OF NARCOTICS**
- **CAPITAL PAST CONVICTION**
- **DELTA STATE UNIVERSITY**
- **DEPT. OF AGRICULTURE AND COMMERCE**
- **DEPT. OF ENVIROMENTAL QUALITY**
- **JUDICIAL PERFORMANCE**
- **MS COAST COL**
- **MS DEPARTMENT OF PUBLIC SAFETY**
- **MS PORT AUTHORITY**
- **MS STATE OIL AND GAS BOARD**
- **PHYSICAL THERAPY**
- **REAL ESTATE COMM**
- **REHAB SERVICES**
- **SOUTH MS REGIONAL CENTER**
- **STATE PUBLIC DEFENDER**
- **UNIVERSITY OF SOUTHERN MISSISSIPPI**
- **WORKERS COMP**



**KIZZIE SHORTER
(601)359-5222**

**EASTER HAIMUR
(601)359-2030**

- **BOARD OF BARBER EXAMINERS**
- **BOARD OF PHARMACY**
- **CHILD PROTECTIVE SERVICES**
- **COMMUNITY COLLEGE BOARD**
- **EXAMINERS FOR SOCIAL WORKERS**
- **FIRE ACADEMY**
- **HUDSPETH**
- **JOINT LEGISLATIVE REAPP**
- **MEDICAL LICENSURE**
- **MEMA**
- **MS UNIVERSITY FOR WOMEN**
- **NORTH MS REGIONAL MEDICAL CENTER**
- **NURSING BOARD**
- **PEARL RIVER VALLEY WATER**
- **PUBLIC BROADCASTING**
- **PUBLIC EMPLOYEES RETIREMENT SYSTEM**
- **SEC OF STATE**
- **VETERINARY MEDICINE**
- **VOLUNTEER SERVICES COMMISSION**

- **ARCHITECTURE BOARD**
- **ATHLETIC COMMISSION**
- **BOARD OF ANIMAL HEALTH**
- **ELLISVILLE SCHOOL DISTRICT**
- **GULF COAST RESEARCH USM**
- **HOUSE OF REPRESENTATIVES**
- **INSURANCE**
- **ITS**
- **MASSAGE THERAPY**
- **MENTAL HEALTH**
- **MS DEPT OF EMPLOYMENT SECURITY**
- **MS FORESTRY COMMISSION**
- **MS STATE HOSPITAL**
- **MS STATE UNIVERSITY**
- **PEER**
- **REGISTERED FORESTERS BOARD**
- **REVENUE**
- **TAX APPEALS**





PROCUREMENT CARD NEWS

During the holiday season, credit card fraud tends to rise as scammers take advantage of increased shopping and travel. Be cautious when making online purchases. Only use secure, trusted websites, and avoid clicking on suspicious links or sharing card details over email or text. Monitor your account regularly for unusual activity and set up alerts for transactions. Staying alert and practicing safe spending habits will give you peace of mind. However, should your State Procurement Card be lost or stolen, please contact **(800) 344-5696** as soon as possible.

Should you have any additional questions or concerns, please feel free to contact your State Procurement Card Administrator, Candice Hay, at (601) 359-5099.





TRAVEL NEWS

Travel Smart: Making the Most of the State Travel Program

Travel is an important part of supporting the State's mission, whether attending conferences, training sessions, or meetings across Mississippi and beyond. The State Travel Card Program is designed to make business travel simpler, safer, and more efficient for employees while ensuring compliance with state policies.

Using the State Travel Card helps streamline payments for lodging, transportation, and registration expenses. It reduces the need for personal reimbursements, ensures accurate tracking of expenses, and provides stronger fraud protection.

Before each trip, make sure travel is properly approved, your card is active, and you understand which expenses are allowed. Always keep receipts, document business purposes, and report any suspicious activity immediately to your agency's Card Coordinator or to US Bank at **(800)-344-5696**. You can always reach out to Demetra Hayes, the State's Travel Administrator, for guidance or questions.

Traveling for work does not have to be stressful. With preparation and smart card use, you can focus on the purpose of your trip and represent your agency and the State with professionalism and care.



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