



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

WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)

TELEPHONE NUMBER: 601-359-3409

FAX NUMBER: 601-359-3910



PURCHASING NOTES



**ISSUED BY THE OFFICE OF
PURCHASING, TRAVEL AND
FLEET MANAGEMENT**

WHAT'S INSIDE THIS ISSUE:

- CONTRACT LISTINGS
- CONTRACT AGENCIES LISTINGS
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- Travel Program Coordinator
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- IMPORTANT ANNOUNCEMENT

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

JAMES BRABSTON

- Traffic Signals
- Ground Maintenance
- Soft Body Armor
- Office Papers

SHAKRITA FIELDS

- MDOT SWC
- Firefighting Uniforms
- Water Treatment
- Furniture H-O

KIZZIE SHORTER

- Interior Signage
- Maintenance Repair & Operations
- Panel Systems
- Carbonless Paper

LASHUN SMITH

- Incontinence
- Laundry Chemicals
- Toner
- Janitorial
- Furniture P-Z

EASTER HAIMUR

- Copiers
- Mailing Equipment
- Lab
- Office Supplies
- Furniture 0-9 & A-G



CHRISTIAN LEWIS Cooperative



- Athletic Equipment and Uniforms
- AED's
- Builder's Supplies
- Drug Testing Kits
- Educational Materials
- Equipment Rental
- First Aid & Safety
- Fire Trucks and Fire Apparatus
- Floor Covering
- Food
- Food Service Disposables
- Industrial Equipment and Supplies
- Infant Formula
- Medical Supplies
- Paper Towels and Toilet Tissue
- Pharmaceuticals (MMCAP)
- Office Supplies
- Security and Fire Protection Services
- Small Package Delivery
- Tasers
- Uniform/ Mat Rental
- Uniform Purchase
- Vehicle Lifts
- Vehicle Rental - Out of State
- Condoms

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 ENVIRONMENTAL 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**

- **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**

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

- **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**





P-Card and Travel Card Programs: The Importance of Timely Payments and Account Monitoring

Timely payment of your Purchasing Card (P-Card) and Travel Card Managing Account is essential to keeping your program in good standing and avoiding unnecessary issues with your account.

Program Coordinators should regularly review their Managing Account statements to ensure payments have been received and posted correctly. Verifying payment activity helps identify delays or discrepancies early, allowing corrective action to be taken before they become larger problems.

A few best practices to keep in mind:

- Submit payments by the due date each month.
- Review the Managing Account statement after payment is made to confirm the payment has been posted correctly.
- Investigate any missing or incorrect payment postings as soon as possible.
- Maintain copies of payment confirmations and supporting documentation for your records.
- Regular monitoring of the Managing Account is imperative

Need Access to the U.S. Bank Portal?

Online access to the U.S. Bank portal is one of the most effective tools for monitoring account activity and verifying payment postings. If you are a Program Coordinator and do not currently have access to the U.S. Bank portal, contact a member of the OPTFM P-Card/Travel Card Department for assistance with getting set up.

For assistance, call **601-359-3409** and ask for someone in the department you need, either **P-Card** or **Travel Card**. Our team is happy to help.



Travel Program Coordinator Spotlight

Is Your Card Program Ready for the Month?

A few minutes each month can help prevent declined transactions, billing issues, and unauthorized charges. Use this quick reference to keep your P-Card and Travel Card program running smoothly. See next page for **MONTHLY PROGRAM COORDINATOR CHECKLIST** as an example for your internal agency use.

 Monthly Task	Why It Matters
Review your master billing statement	Identify unauthorized charges or billing errors early.
Check your managing account balance	Ensure enough available credit before purchases or travel.
Verify spending limits	Prevent transactions from being declined at the point of sale.
Prepare for upcoming travel and purchases	Confirm available credit for airfare, hotels, rentals, conferences, and other business expenses.
Monitor spending trends	Track usage and maximize available rebates and incentives.
Pay the monthly statement in full	Keep your accounts in good standing and avoid payment issues.
Confirm Access Online (PAV001)	Ensure Primary and Alternate Program Coordinators can access account information when needed.

Quick Tip

Before booking group travel, conferences, vehicle rentals, or large purchases, take a moment to verify your available credit. A quick account review today can help avoid transaction declines tomorrow.

Monthly Program Coordinator Checklist

Month of: _____

Use this checklist to help keep your P-Card and Travel Card programs running smoothly.

Monthly Task	Complete
☐ Review master billing statement.	☐
☐ Check managing account balance.	☐
☐ Verify available credit before purchases or travel.	☐
☐ Review transactions for unauthorized charges or billing errors.	☐
☐ Monitor spending trends and available rebates.	☐
☐ Confirm Program Coordinator Access Online (PAV001) is active.	☐
☐ Ensure the monthly statement is paid in full.	☐

Quick Reminder: Before booking travel or making larger purchases, verify available credit to avoid transaction declines.

Certification

I certify that a monthly review of the agency's P-Card/Travel Card program has been completed.

Primary Coordinator _____ Date _____

Alternate Coordinator _____ Date _____



WELCOME
SCOTT MYRICK

DFA would like to welcome Scott Myrick, who has joined the Office of Statewide Strategic Sourcing (OSSS). Scott will be assuming responsibility for the Vehicles, Police Vehicles, and Fuelman state contracts, along with all agency vehicle acquisitions which were previously managed by OPTFM. In addition, Scott will be responsible for conducting Fleet Audits and the management of OPIS pricing. This transition is intended to ensure continued support, consistency, and efficiency for agencies statewide. OPTFM looks forward to working with OSSS to support a smooth transition of these responsibilities.

Scott's contact information:
Email: scott.myrick@dfa.ms.gov
Phone Number: 601-359-5317

The Office of Purchasing, Travel and Fleet Management

Danny Lynch, Director, OPTFM
Gale Kornbrek – Office Manager

Purchasing and Contracting
Eryca Gilmore, Director

James Brabston

Shakrita Fields

Easter Haimur

Christian Lewis

Kizzie Shorter

Ashley Smith

Lashun Smith

Marketing and Procurement Card Programs

Yolanda Thurman, Director

Tiffany Frazier

Candice Hay

Niki Hobkirk

Travel and Fleet Support Contracts

Ramona Jones, Director

Alicia Adams

Arnitra Douglas

Demetra Hayes

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