



**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
- IMPORTANT ANNOUNCEMENT
- TRAVEL & PCARD INFORMATION
- WINNERS OF THE REVERSE TRADE SHOW  
BOOTH DECORATION CONTEST

# 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)

#### **SHAKRITA FIELDS**

- MDOT SWC
- Firefighting Uniforms
- Water Treatment

#### **LASHUN SMITH**

- Incontinence
- Laundry Chemicals
- Toner
- Janitorial

#### **JAMES BRABSTON**

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

#### **KIZZIE SHORTER**

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

#### **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**

- **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**

**LASHUN SMITH**  
**(601)359-1310**

- **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**



***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](mailto:scott.myrick@dfa.ms.gov)**

**Phone Number: 601-359-5317**

## Staying on Top of Your Card Balances – Travel & PCard

Keeping your account in good standing starts with one simple step: paying your balance in full and on time. All card balances should be paid in full each billing cycle. When a balance is not paid in full and rolls over into the next cycle, the account may become subject to late charges, interest, and other applicable fees.

In Mississippi, agencies are allowed up to 45 days to submit payment after receipt and approval of goods or services, in accordance with Mississippi Code Section 31-7-305. If payment is not made within that timeframe, late fees and interest may be applied to the outstanding balance as permitted by state law, including interest of up to 1.5 percent per month on the unpaid balance.

While late fees may not have been assessed under the previous vendor, please note that these charges are allowable and enforced under the current program. Timely and complete payments help avoid unnecessary costs and ensure compliance with state requirements.

We encourage all agencies to review their internal processes and make any needed adjustments to ensure balances are paid in full within the required timeframe.

If you have questions or need assistance, please call our office at 601-359-3409 and ask for someone in the Travel or PCard Department.





# 1<sup>ST</sup> PLACE WINNER

OF  
THE REVERSE TRADE SHOW BOOTH  
DECORATION CONTEST

**OPTFM**

THEME: ROCKING PROCUREMENT





**2<sup>nd</sup> PLACE WINNER**  
**OF**  
**THE REVERSE TRADE SHOW BOOTH**  
**DECORATION CONTEST**  
**PROCUREMENT AND CONTRACTS**



**3<sup>rd</sup> PLACE WINNER**  
**OF**  
**THE REVERSE TRADE SHOW BOOTH**  
**DECORATION CONTEST**  
**MS FORESTRY COMMISSION**



# *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**  
**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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