

# PURCHASING NOTES

*Issued by the Office of Purchasing, Travel & Fleet Management*



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## Fleet Manager Certification Program

The Bureau of Fleet Management will be implementing a Fleet Manager Certification Program to ensure that Agency Fleet Coordinators have the necessary knowledge to complete Fleet Management tasks in MAGIC.

The certification program will be offered beginning January of 2019. All agencies are required to have a Certified Fleet Manager in order to procure vehicles by July 1, 2019. Each agency requesting to purchase a vehicle from Fiscal Year 2020 and forward must have an employee with a Fleet Manager Certification as well as have complete and accurate data in MAGIC.

The Fleet Manager Certification Program will consist of a lecture, demo, review, and exam. The Fleet Manager will be required to attend the entire program and pass the exam in order to become a Certified Fleet Manager.

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# Featured Contract: MRO (Maintenance, Repair and Operations)

Type of contract: Negotiated Contract – This means that you can negotiate your best price from the vendors on contract.

Last year's MRO Contract items were listed by NIGP code and not specifically laid out. This led to some confusion as to what was covered under the contract. To eliminate this issue Price lists are posted per contract with each Vendor. The items on contract with each vendor is available on each price list. Any commodity from a vendor not listed on their specific price list is not a part of this contract and should be purchased using normal purchasing procedures.

Dates of Contract: September 1, 2018 through August 31, 2019

Vendors on Contract: There are currently twelve (12) vendors offering a variety of items on the MRO contract. The best way to view products and compare prices among the vendors is to access the following: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/m-n-o/maintenance-repairs-and-operations-mro/>

Contract Spend: During the last period, this contract had a total spend of \$3,488,895.25.

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## September CMPA Course Participants



*Congrats*

## TO ALL THE NEWLY CERTIFIED MS PURCHASING AGENTS

If you would like to register to take the CMPA Course, please do the following:

- 1) Complete and Submit the Certified MS Purchasing Agent Application Form to [purchasingandtravel@dfa.ms.gov](mailto:purchasingandtravel@dfa.ms.gov).
- 2) Once your application has been received and approved, you will receive a confirmation email alerting you of the course date that you should register for in LSO.
- 3) Register for the CMPA course in LSO only after you have received a confirmation email. Please register only for the month of which you have been approved.

# P-Card and Travel Reconciliation

When looking over procurement and travel card statements at the end of every month, there are several things that must be done before sending the master/control statement to accounts payable signifying that the bill can be paid.

1. 100% REVIEW OF ALL CARDS and TRANSACTIONS ON EACH STATEMENT MUST OCCUR EACH MONTH

2. The cardholder must match all transactions on the statement with an itemized receipt or other appropriate documentation to verify all purchases with a signature

3. The program coordinator or alternate will then review all cardholder purchases to ensure those purchases are bona fide and sign off on the master statement before submitting the information to accounts payable for the bill to be paid

4. A copy of the master statement, and original individual statements, logs, etc., related to the program must be maintained at the agency and available upon request for audit purposes for at least 5 years

5. The approved master statement will be forwarded to the accounting office

Please do not hesitate to contact Jametta Gregory at [Jametta.Gregory@dfa.ms.gov](mailto:Jametta.Gregory@dfa.ms.gov) for any procurement card related questions or Candice Hay at [Candice.Hay@dfa.ms.gov](mailto:Candice.Hay@dfa.ms.gov) for any travel card related questions.

## OFFICE NAME UPDATE

The Office of Purchasing, Travel and Fleet Management has updated the following Office Names:

- The Office of Purchasing and Travel will now be known as the Bureau of Purchasing and Contracting
- The Office of Marketing and Audit will now be known as the Bureau of Marketing, Travel and Card Programs



# MAXIMUM DAILY REIMBURSEMENT RATES

The maximum state reimbursement rate is \$41 per day unless traveling to a high cost area.

The high cost areas in Mississippi and their reimbursement rates are listed below:

Oxford - \$51  
Southaven - \$46  
Starkville- \$46

These rates are effective starting October 1, 2018 until September 30, 2019.

For a complete listing of high cost areas and maximum reimbursement rates, please visit: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/meal-reimbursement/>



# The Office of Purchasing, Travel and Fleet Management

SEPTEMBER



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