

# PURCHASING NOTES

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

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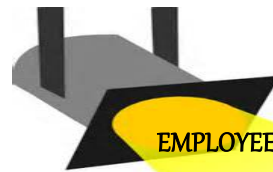


## Bureau of Fleet Management (BFM) Notes

### Senate Bill 2503

On May 24, 2014, Governor Phil Bryant signed Senate Bill 2503, as approved by the legislature. This bill provides a moratorium on the purchase, lease or acquisition of motor vehicles by state agencies beginning July 1, 2014. This bill also requires state agencies to reduce the total number of its motor vehicles by 2% over a certain period of time.

For more detailed information please click on the following link:  
<http://billstatus.ls.state.ms.us/2014/pdf/history/SB/SB2503.xml>



### EMPLOYEE SPOTLIGHT

*Jordan Gilmer, Intern*

The Office of Purchasing, Travel, and Fleet Management welcomes Jordan Gilmer as their intern this summer. Jordan is a sophomore at Tougaloo College. She is pursuing a degree in Elementary Education with the aspirations of becoming an Elementary School Principal. At Tougaloo, she is a Presidential II scholar, member of the Womanhood Organization, Concert Choir, Cheerleader, and the Baptist Student Union. In her spare time, she enjoys spending quality time with her family and friends, the outdoors, and working with the youth. Jordan believes that in life there are no failures, just opportunities to learn and do better. Jordan will assist OPTFM with research and audits.

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## Certified Mississippi Purchasing Agent

OPTFM would like to congratulate the recent CMPA recipients in the State of Mississippi. They include:

Steve Ballew – USM  
 Jill Chastant – ITS  
 Vicki Fairfield – DMR  
 Jan Francis – MID  
 Chris Grimmer – ITS  
 Eric Hahn Hambrick – MEMA  
 Michele Hargrove – MSH  
 Jeremy Jones – PERS  
 Candy Niemi – MDOT  
 Sandy Randle-Jordan – MSH  
 Misty Rideout – MDOT  
 Sonja Slater – DMR  
 Donna Smith – MDOT  
 Patsy Varnadore – DOM  
 Edward Williams – MEMA  
 Lalainya Williamson – UMMC  
 Kenny Wilson – ITS



### Upcoming Training Dates:

2014 Training Schedule for Certified Mississippi Purchasing Agent (CMPA) Class

Cost of Class is \$75.00

June	No Class
July 29, 30, 31	Hinds Community College – Rankin Campus - Pearl, MS
August	No Class
September 23, 24, 25	ITS – 3771 Eastwood Dr. Jackson, MS
October 28, 29, 30	ITS – 3771 Eastwood Dr. Jackson, MS
November	No Class
December	No Class

Please visit OPTFM's website at: <http://www.dfa.state.ms.us/Purchasing/Training.html> for additional information

## Competitive and Cooperative Contracts

*Competitive Bid Contracts*  
**Effective June 1, 2014**

- Ammunition - 680-41
- Laser Printer Toner Cartridges - 207-31 - Extension

*Cooperative Contracts*  
**Effective June 1, 2014**

*Builder's Supply*

- Lowe's - 5-150-45868



These contracts are on OPTFM's website at:

<http://www.dfa.state.ms.us/Purchasing/StateContracts.html>

## Office of Travel

Travel Card Reminders...



**Account Suspension/Cancellation:** To request suspension of an account, the Program Coordinator must submit a written request to the Travel Card Administrator. { i ♥ email – [laurie.pierce@dfa.ms.gov](mailto:laurie.pierce@dfa.ms.gov) } Be sure to include the Cardholder/Account Holder's name, the last six digits of the account number, the reason for the suspension and the length of time the account should be suspended. **Please note: Account cancellations are permanent.**

**Declined Transactions:** When cardholders experience declined transactions, they should report this directly to the Program Coordinator. The Program Coordinator should then use their online access for an explanation of the decline. The most common reasons for declined transactions are: Monthly credit limit exceeded, incorrect expiration date or CVV Code, incorrect card number, restricted vendor, single transaction limit exceeded and blocked MCC Code.

However, if the Program Coordinator is unable to determine the cause of the declined transaction, the Program Coordinator should contact the Travel Manager, Laurie Pierce, in the Office of Purchasing, Travel and Fleet Management.

**Increasing Single Transaction and Credit Limits:** When requesting that an account holder's single transaction or credit limit be increased, the Program Coordinator should contact the Travel Manager, Laurie Pierce, in the Office of Purchasing, Travel and Fleet Management.

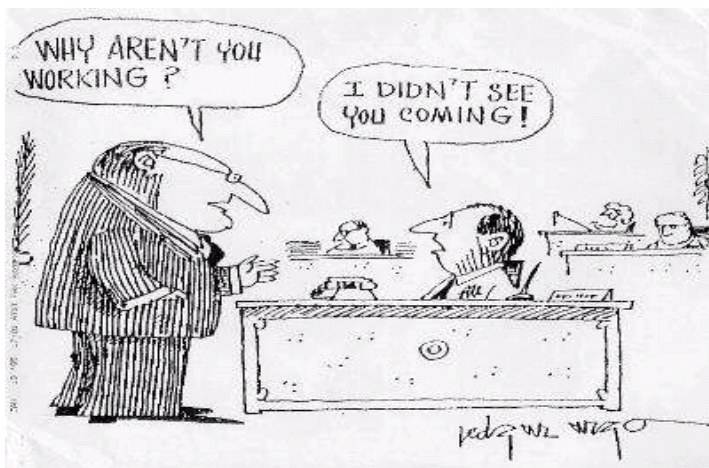
**Who to Contact First:** If you have a question, concern, or issue with an account, contact Laurie Pierce in the Office of Purchasing, Travel and Fleet Management. You should only contact the Bank first if your card is lost or stolen.

**ATTENTION: Purchased, Rented, or Leased Equipment....NO TAXES**

All Mississippi Governing Entities are exempt from any kind of tax when you purchase, rent, or lease equipment. OPTFM has received phone calls regarding copier companies charging property taxes. Under no circumstances are taxes allowed. You should not pay more than the negotiated state contract price; however, you may negotiate a better price. If you have any questions, please contact Michael Cook at [Michael.Cook@dfa.ms.gov](mailto:Michael.Cook@dfa.ms.gov).



**JUST FOR FUN**



**From**

**The Office of Purchasing, Travel and Fleet Management**

- Lance Fulcher, Director, OPTFM
- Monica Ritchie, Director, OP&T
- Ross Campbell, Director of Marketing and Audit
- Carolyn Jenkins
- Michael Cook
- Regina Irvin
- Laurie Pierce
- Brenda Carpenter
- Wes Price
- Symone Bounds
- Yolanda Thurman
- Jordan Gilmer, Intern

- Wayne Cranford, Director, Bureau of Fleet Management
- Billy Beard
- Kaye Lewis

**Upcoming Special Days**

- Flag Day..... June 14
- Father's Day..... June 15
- Summer begins..... June 21



July 1, 2014 MAGIC go-live date for Phase I