



**CVM  
Policies and  
Procedures  
Handbook**

**Subject:** *Purchasing Procedures*

**Section:** *Business Office*

**Number:** *CVM 3.05*

**Pages:** *3*

**Date:** *01/09/13*

**Replaces Policy Dated:** *05/11/12; 06/03/85*

**To Be Reviewed Yearly by:** *CVM Committee on Policies and  
Procedures*

**Source:**

**Cross Reference:**

**Purchasing Procedures  
College of Veterinary Medicine**

Initiation of an Order

If the College of Veterinary Medicine Central Stores does not have the needed items in stock, the person requesting the item must complete an appropriate purchase request (can be downloaded from the CVM web site) and submit it to the appropriate Program Director/Manager for approval. Any request for electrical/mechanical supplies or piece of equipment must be approved by the Facilities Engineer. Any request for computer software or hardware must be approved by the Coordinator of Computer Services. Approved purchase requests should be submitted to the CVM Purchasing Office (A1450).

Sole Source Items

If a vendor is the sole source for the requested item(s) a separate memo must accompany the request from the initiator of the order attesting to that fact.

Emergency Purchases

If an order is an emergency purchase, a note must accompany the request from the initiator of the order explaining how the emergency is to the detriment of CVM Operations.

The College of Veterinary Medicine adheres to the policies and procedures set forth by the Office of Purchasing, Travel and Fleet Management as specified by MSU Procurement. Those policies can be found at the following web site: <http://www.procurement.msstate.edu/>

In summary, the following rules as they appear in the MSU Procurement and Contracts Manual, October, 2011, apply to all purchases. If you have any questions contact CVM Purchasing Office, 325-1102 for clarification or assistance.

3) Public Procurement Requirements

a) Public Procurement requirements in the State of Mississippi are based upon the laws of the State as well as the policies and procedures established by several state agencies. In addition MSU Procurement requirements are dictated by IHL policy and MSU policy. While there are many laws and policies that impact the procedures, the basic public purchasing law for commodities, supplies, construction, and printing is set forth in Section 31-7-1 to 31-7-13 of the Mississippi

Code. <http://michie.com/mississippi/lpext.dll?f=templates&fn=main-h.htm&cp=>

b) In addition to the law, most purchases must be in compliance with the policies and procedures set forth by the Office of Purchasing, Travel and Fleet Management.

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

c) If an item is on a competitive bid state contract, (see <http://www.dfa.state.ms.us/Purchasing/StateContracts/Competitive.html>) the item should be purchased from the contract vendor. If the product will not meet the need of the department a justification must be submitted to request approval to purchase from another source. The Exemption from state contract approval form should be used for this purpose.

<http://www.procurement.msstate.edu/forms/statecontractexemption.xls>

d) If an item is on a negotiated state contract (see <http://www.dfa.state.ms.us/Purchasing/StateContracts/Negotiated.html>) the item should be purchased from one of the contract vendors. Departments are urged to negotiate with the vendor to obtain prices lower than the state contract. If the products on the negotiated contracts will not meet the need of the department, the department should follow the statutory bidding process described in section e.

Purchasing a contract item from a vendor not listed on the contract:  
For orders not more than \$5,000, a department may purchase the contract item from any vendor provided they receive pricing that is equal to, or lower than state contract. For orders over \$5,000, a department will be required to obtain at least two quotes and purchase from the low quote, provided the low quote must be at or below the state contract price.

e) If an item is not on any state contract, the following thresholds shall apply:

i) \$0 to \$5,000 – no competition required. Departments are urged to consider seeking a second or third price to ensure obtaining the right product at a good price.

ii) \$5,000.01 to \$50,000 – two quotes are required. The quotes must either be signed by an authorized representative of the quoting company or must be accompanied by an email that clearly indicates the name and contact information for the individual submitting the quote.

- (1) Quotes must be for equal quality products
- (2) Quotes should include any shipping charges
- (3) Quotes should include any other applicable charges (installation, training, etc.)

iii) \$50,000.01 and up – MSU must develop specifications, terms and conditions, and an Invitation to Bid document. MSU must advertised the solicitation and receive formal bids.

f) Services do not fall under these bid thresholds.

APPROVED: Kent H. Hoblet 3-24-2013

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Date