

## Office Supply Purchasing Guidelines (March 2012)

With the closing of the MSU Office Supplies and Printing operations, this email is intended to provide guidance to the various departments on the proper procedures for purchasing office supplies and printing

The purchasing of office supplies by State Agencies in Mississippi fall under the laws governing both competitively bid and negotiated state contracts. Acquisition of these commodities with transactional volume exceeding \$100 should be purchased from the contract vendor. The contracts offer excellent prices for products which will meet the needs of most entities. Delivery can be made usually within a few days. Proper planning will allow you to save money!

If the state contract product(s) will not meet the need of the department a purchase of less than \$100 can be made from any source. If the purchase exceeds \$100 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. If the purchase exceeds \$5,000 but is less than \$50,000, at least two quotes are required to be submitted with the justification and the requisition.

Option 1 – The competitively bid contract has a list of items that have been awarded based upon the best price. This contract typically offers the best price.

The contract is with Barefield & Co. Inc. A copy of the Barefields office supply catalog can be found at

<http://www.dfa.state.ms.us/Purchasing/StateContracts/OfficeSupplies/OfficeSupplyContract615.pdf>

Option 2 – Mississippi Industries for the Blind offers many of the same items as the state contract vendor with prices that are competitive. Prices can be found at

<http://www.dfa.state.ms.us/Purchasing/StateContracts/OfficeSupplies/MIBPricing.pdf>

Option 3 - There are three contracts for office supplies for those items not on the competitively bid contract. These contracts offer good prices and prompt delivery.

### I. Independent Stationers

The Office of Purchasing and Travel has established a negotiated state contract with Independent Stationers through the US Communities Government Purchasing Alliance. This contract may be used by departments when required office supplies are not available via the competitively awarded contract. To use this contract end users must register with the vendor and obtain a user id and password. A copy of the Independent Stationers Catalog and program specifics can be found at <http://www.dfa.state.ms.us/Purchasing/StateContracts/OfficeSupplies/IndependentStationers615.pdf>

### II. Office Depot

The Office of Purchasing and Travel has established a negotiated state contract with Office Depot through the TCPN Government Purchasing Alliance. This contract may be used by departments when required office supplies are not available via the competitively awarded contract. To use this contract end users must register with the vendor and obtain a user id and password. A copy of the Office Depot Catalog and program specifics can be found at

<http://www.dfa.state.ms.us/Purchasing/StateContracts/OfficeSupplies/OfficeDepot615.pdf>

### III. Staples

The Office of Purchasing and Travel has established a negotiated state contract with Staples through the National Joint Powers Alliance. This contract may be used by departments when required office supplies are not available via the competitively awarded contract. To use this contract end users must register with the vendor and obtain a user id and password. A copy of the Staples Catalog and program specifics can be found at

<http://www.dfa.state.ms.us/Purchasing/StateContracts/OfficeSupplies/Staples615.pdf>

The Procurement Card is the preferred method of payment when purchasing office supplies. There are two methods using the procurement card for purchasing items on State Contract.

1. The first method requires printing off the State Contract page from the internet with the information (item, price, contract number, etc) concerning the purchase. Make your purchase using the p-card. Keep the printed contract page with your receipt and statement.
2. The other method is as follows:
  - E-mail the State Contract Office in the Office of Procurement and Contracts when making a State Contract purchase.
  - Include a complete description of the item, vendor, quantity and price in the e-mail.
  - The State Contract Office will then verify the purchase and approve or deny the request.
  - Print the e-mail with the State Contract approval and attach it to your receipt.
  - The State Contract Office will notify the Cardholder of any problems with the order.
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*For State Contract purchases over \$5,000, please contact your Purchasing Agent/Buyer to obtain approval for payment with the Procurement Card.*

If the department is unable to use the P-card to place the order, Departments may also submit a requisition that will be reviewed by the State Contract Office. At the completion of this review a purchase order will be issued and sent to the vendor.

Option 4 - If the contracts will not meet the needs of the department or if something is needed but there is no time to wait for delivery, the department may make purchases under \$100 from any source. Again, the Procurement Card is the preferred method of purchase. The very last resort would be for an employee to go to a local store and purchase the items, then seek reimbursement. This process is very inefficient and MSU ends up reimbursing the employee for sales tax. This would not be a good use of our limited funds.

Printing - \$0 to \$5,000, the department may choose the printer of their choice. It is always recommended that departments seek telephone quotes to ensure the best prices. Make sure the printer has the proper logos, marks, and formats if printing letterhead or business cards. If the printer is incorporated, purchase the printing with the p-card. If the printer is not incorporate, submit a requisition.

\$5000.01 to \$50,000, the department must get two written, signed quotes and submit a requisition. If the department desires to put the purchase on the p-card, and if the printer is incorporated, the department should contact their purchasing agent to get the single transaction limit raised.

Over \$50,000, the department must develop specifications and submit to Procurement and Contracts with a requisition. P&C will advertise the bids and will provide the department with a summary so the department can decide who to award to.

If you have any questions please contact Jo Wade, Jennifer Mayfield, Taylor Adams or Don Buffum.