



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Financial Services/Purchasing  
Issue/Revision Date: 12/01/2017

## **Methods of Purchase**

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### Policy:

As a public institution, Alcorn State University follows state purchasing laws and regulations. The Mississippi Constitution places the management and control of Institutions of Higher Learning under the governance of the Board of Trustees. State law establishes guidelines and agencies to supervise procurement functions.

Laws relative to the Office of Purchasing and Travel and the procurement process in general may be found in Chapter 7 of the Mississippi Code beginning with Section 31-7-1.

If an item is covered by a competitive bid state contract, the University must buy from a particular vendor.

If an item is covered by a negotiated contract, the University can purchase that item from a vendor not on state contract, if the price is lower than state contract price.

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

- No bids are required for items priced at \$5,000 or under.
- At least two written quotes are required for items priced from \$5,000.01 to \$50,000.
- Formal sealed bids are required for items priced over \$50,000.01.

In addition, all purchases in excess of \$50,000.01 must be advertised in a local paper and a copy of the notification must be sent to the Mississippi Procurement Technical Assistance Center email address at [bids@mississippi.org](mailto:bids@mississippi.org) or by fax at (601) 359-5290.

Invoices are processed by Accounts Payable. The phone numbers for Accounts Payable are (601) 877-6368, 601-877-2349, and (601) 877-4188. Billing information is detailed on the Purchase Order. Alcorn State University attempts to ensure prompt processing of vendor invoices. The University requires an original and two copies of all invoices.

Most deliveries are made to the following address: 1000 ASU Drive, #1169. The “ship to location” is identified on the purchase order.