

# **Guidelines for Submitting Purchasing and Payment Documents to Procurement Services due to COVID-19 Social Distancing**

## **March 18, 2020**

The Office of Procurement Services is open during normal operating hours to answer calls (x7448), receive mail and paper documents, process check and ACH payments, etc. Because we have staff both on administrative leave and telecommuting, the best way to contact us is by sending emails as prescribed below. We have staff checking these email accounts throughout the day, but please understand our response time may be delayed as we are focused on mission critical requests. For immediate assistance contact [Rachel Bost](#).

### **Purchase Requisitions and Purchase Orders**

Quotes and other backup documentation should be emailed to [purchase@olemiss.edu](mailto:purchase@olemiss.edu). Please understand that purchasing law must still be followed during this unique time. Therefore, all purchases between \$5,000 and \$50,000 still require two quotes. If a purchase over \$50,000 is required, an emergency purchase exemption must be pre-approved by Procurement Services.

Guidance has been given to limit new expenditures to mission critical purchases only. If your department head considers a purchase to be mission critical, please include "Mission Critical" at the very top of the requisition's header note and a brief explanation of why the purchase is crucial to the operation of the University and if/how it relates to the COVID-19 pandemic. This information is needed for reporting purposes. These requests will be given the highest priority.

### **Invoices for Purchase Orders and Requests for Payment**

Although new expenditures should be limited to mission critical, we are processing invoices and payment requests for goods and services already rendered as well. We ARE accepting invoices and requests for payment forms digitally if the originals cannot be submitted under the current circumstances. These documents should be sent to [payables@olemiss.edu](mailto:payables@olemiss.edu). Requests for payment still require approval by a signatory officer. For forms that are submitted without a physical signature, please attach signatory officer approval, e.g., email or memo.

For all invoices and payment requests sent digitally, the department should collect and hold the original documents. Please do NOT send the original if a copy was emailed to us. Departments should collect these original documents centrally and hold them for possible surrender at a later date.

## **Travel Authorizations and Reimbursement Vouchers**

We ARE accepting travel documents and receipts digitally if the original cannot be submitted under current circumstances. These documents should be emailed to [travel@olemiss.edu](mailto:travel@olemiss.edu). Travel vouchers still require approval by the department head and signatory officer. For forms that are submitted without physical signatures, please attach department head and signatory officer approvals, e.g., email or memo.

For all travel requests sent digitally, the department should collect and hold the original documents. Please do NOT send the original if a copy was emailed to us. Departments should collect these original documents centrally and hold them for possible surrender at a later date.

Because both domestic and international travel have been suspended until further notice, we are not processing travel authorizations or advances. If a travel authorization and/or travel advance request is received, we will simply hold it in suspense until the travel ban is lifted.

Travel reimbursement vouchers for completed and canceled trips are being processed daily. Every effort should be made by the traveler to obtain refunds for expenses already incurred for a canceled trip, e.g., airfare, registration fees, hotel deposits, etc. For truly non-refundable expenses, the traveler should submit a reimbursement voucher with all applicable backup documentation.

If an advance is owed back to the University for a cancelled trip, payment should be dropped off at Procurement Services (rather than the Bursar) as soon as possible. The payment should be in an envelope with the name of the traveler and trip number (if known).

## **Procurement Card Documents**

Procurement card documents MUST be posted in SAP. If your department does not have the ability to post in SAP during this time, please send an email with the account information (cost centers/internal orders and g/l accounts) to [pcard@olemiss.edu](mailto:pcard@olemiss.edu) and we will post these documents.

Original p-card documents/receipts should be sent through interoffice mail or dropped off in the front door mail slot of our building. If you are telecommuting, hold on to the originals for now and we'll request those to be surrendered at a later date. Please do NOT send scanned copies of your p-card document/receipts.