



The University of Mississippi

Interoffice Memorandum

Procurement Services
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FROM: Rachel Bost, Director
DATE: April 12, 2023
SUBJECT: Submitting Payment Requests to Procurement

As part of the University's efforts to improve our contract management policies and practices, several changes related to purchase requisitions, purchase orders, goods receipts, and requests for payment will go into effect April 15.

First, the **request for payment (RFP) form has been redesigned** to include language detailing a department's receipt of goods and/or services and compliance with contract terms. Please begin using the new RFP form immediately. The new version of the RFP form is the only version of the form that will be accepted moving forward. The new RFP form can be found as an attachment to this memo and on the Procurement website, <https://procurement.olemiss.edu/purchasing/form-bank/>.

Second, **goods receipts will be required for most purchase orders for goods and services**. Exceptions include copier overages, leases contractually due at the beginning of the rental period, and maintenance agreements contractually due at the beginning of the service period. Additionally, when all goods and/or services have been received prior to requisition creation, a goods receipt will not be required if the requisitioner places the following language in the header note of the requisition:

As the individual and/or department head seeking payment, I attest that all commodities (goods) and/or services listed on this requisition have been received and that all terms and conditions related to the purchase of these goods and/or services have been met.

The invoice for the goods and/or services specified in the requisition should be paid.

If a contract is associated with this purchase, I understand that I am responsible for personally confirming receipt of the commodities (goods) and/or services as well as ensuring compliance with all terms and conditions of the contract. In addition, payment for these goods and/or services will not cause the total amount expended under the contract to exceed the agreed-upon contract amount, and the requisition should be processed to a purchase order and the invoice should be paid.

Third, once goods and/or services have been received by the requisitioning department, **requests for goods receipts must be submitted via email to receiving@olemiss.edu and must follow the format below.** For deliveries handled by Central Receiving, this step is unnecessary as the goods receipts will be processed automatically by receiving personnel as in the past.

As the individual and/or department head seeking payment, I attest that all commodities (goods) and/or services listed below and found on PO # _____ have been received, or prepayment approval obtained if applicable, and that all terms and conditions related to the purchase of these goods and/or services have been met.

Please process a Goods/Services Receipt on the specified lines for the following quantities:

**Example: Line 1 – 1 each (Prepayment)
Line 5 – 3 each (Received)*

(Specific line(s) and specific quantities must be provided in the section above unless “all quantities on all lines” is stated. “Prepayment” or “Received” must be stated.)

The invoice for the goods and/or services specified above should be paid.

If a contract is associated with this purchase, I understand that I am responsible for personally confirming receipt of the commodities (goods) and/or services as well as ensuring compliance with all terms and conditions of the contract. In addition, payment for these goods and/or services will not cause the total amount expended under the contract to exceed the agreed-upon contract amount, and the invoice for them should be paid.

Fourth, the **e-Form 13 is also being updated** to include additional language regarding receipt of goods and/or services and that payment for the good and/or services complies with the contract terms.

Lastly, **for contracts valued more than \$5,000, payments should not be made by procurement card** even if the individual payments are \$5,000 or less. Any exceptions must have express permission from both Procurement Services and the Office of Contracts Management.

The new request for payment form and both sets of standardized language will be posted to the Procurement Services website and the Office of Contracts Management website for future reference. Questions about the new requirements should be sent to Rachel Bost in Procurement Services, rbost@olemiss.edu, and Rob Jolly in the Office of Contracts Management, jolly@olemiss.edu.