



THE UNIVERSITY of
MISSISSIPPI

Interoffice Memorandum
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TO: University Community

FROM: Lance Fulcher, Director of Procurement Services

DATE : January 12, 2024

SUBJECT: New Change in Purchase Requisition Processing

On January 22, 2024, a mandatory change will occur on how purchase requisitions are assigned to purchasing personnel in the Office of Procurement Services. This change will provide a dedicated individual to process purchase requisitions based on department(s). This single point of contact will also be the individual in which all purchase requisition and purchase order questions should be directed.

In order to facilitate this change, there will be a slight adjustment in how to enter purchase requisitions so the appropriate assigned personnel will receive the PRs in their daily purchase requisition reports. This adjustment will require you to change the Purchasing Group on your PRs from PUR to the Purchasing Group assigned to your department. There are two ways to do this: individually to each line item of each PR you enter; or change your personal settings in SAP so the Purchasing Group will be automatically assigned to all your PRs. This [link](#) is to the instructions on how to make these changes individually to each line. This [link](#) is to the instructions on how to change your personal settings in SAP.

For Bids, RFPs, RFQs, and all Sole Source purchase requisitions, please use Frank Kemp (PU8) as the purchasing group.

Here is a [link](#) to a spreadsheet detailing each purchasing personnel member and the departments to which they are assigned. This will be helpful if you need to create a PR for another department or if you change departments.

Our current Procurement Services purchasing personnel include:

Frank Kemp (PU8)
Lisa Beard (P10)
Jeff Wells (P12)
Cathy Kegley (P14)

I hope this change will allow us to better serve the university community by decreasing the amount of time it takes to process purchase requisitions and issue purchase orders as well as allowing for a single point of contact for questions. I also hope it will allow for better communication and for stronger relationships to be built between Procurement Services and your department.

Please feel free to reach out with any questions you may have regarding this change!

Thank you!

Lance