



THE UNIVERSITY of
MISSISSIPPI

Interoffice Memorandum
OFFICE OF PROCUREMENT SERVICES
University, Mississippi 38677
Phone: (662) 915-7448 Fax: (662) 915-7752

FROM: Lance Fulcher, Director of Procurement Services

DATE: February 29, 2024

SUBJECT: New Email for Sole Source Documents and Forms

The Office of Procurement Services has established a dedicated email address for departments requiring submission of sole source information. When sending sole source documents, please address the email to **"Sole Source"** in the **"To"** field or use the designated email: solesource@olemiss.edu. It is essential to maintain consistency by using the same names for the subject line. Please refrain from sending to multiple address or individuals. Only utilize the designated address for submissions.