



THE UNIVERSITY of  
**MISSISSIPPI**

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

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**FROM:** Lance Fulcher, Director of Procurement Services

**DATE:** September 10, 2024

**SUBJECT:** New Form 13 Portal & Request for Payment Portal

The Office of Procurement Services, in an effort to standardize processes within the department, has established two dedicated online Box portals for departments requiring submission of information. Starting **Tuesday, Sept. 17**, electronically submitted **RFP (request for payment)** forms and documentation must be uploaded to the **RFP Portal**. Electronically submitted invoices and supporting documentation for **Form 13 with payment type: Payment in Full Made** now must be uploaded to the **Form 13 Portal**. Links to both portals will also be on the Procurement Services website. Instructions for submitting through the portal are located at the portal site for each.

**DO NOT** send us a hardcopy if you upload the documents to the portal. We only need **ONE** copy of the RFP or Form 13 information.

\*Please continue to email purchase order invoices and documentation including purchase orders that are associated with **Form 13s** to [payables@olemiss.edu](mailto:payables@olemiss.edu).\*

\*\*Accounts payable questions should still be sent to [payables@olemiss.edu](mailto:payables@olemiss.edu). Please reference the type of payment *RFP*, *Form 13*, or *Purchase Order* in the subject line of the email.\*\*