MISSISSIPPI DELTA
COMMUNITY COLLEGE
A CENTURY OF EXCELLENCE

Business Services Procedures Manual

Purchasing, Receiving, Inventory, and Accounts Payable

2026-2027

Effective July 1, 2026 (FY 2027)

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Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6390; EEOC@msdelta.edu.

Budget Process:

Each January, the Executive Vice President initiates the annual budgeting cycle by distributing a standardized Budget Template (attached) to all departments. Departments are required to submit budget requests that are explicitly linked not only to the College's Strategic Plan Initiatives but also supported by relevant assessment data, such as program reviews, student learning outcomes assessments, enrollment trends, and prior-year budget performance metrics.

By the first week of March, completed templates are submitted to Business Services. These submissions must include documentation that demonstrates how requested resources will address identified gaps, improve performance, or support institutional effectiveness goals.

Following receipt of departmental requests, the Executive Vice President convenes a Budget Committee, composed of cross-representational members from all major divisions of the College. During committee meetings, representatives present their unit-level budget requests and provide context including assessment results, trend data, and historical spending effectiveness to justify proposed resource allocations.

This committee process ensures that unit-level (micro) planning is fully integrated into the broader (macro) institutional budget planning framework, aligning with strategic priorities and college-wide performance objectives. After all presentations, committee members deliberate and submit recommendations for the top 10 institutional budget priorities. These are informed by both the articulated needs and supporting evidence presented.

Salary and fringe benefit data, provided by the Executive Director of Human Resources, are integrated into the budget based on current staffing levels, projected needs, and institutional compensation policies.

Using the committee's prioritized recommendations, performance data, assessment findings, and compensation inputs, the Executive Vice President constructs the draft institutional budget. The draft is then reviewed iteratively with the College President, who may propose revisions in alignment with strategic direction and institutional capacity.

Once finalized, the proposed budget is presented to the Board of Trustees in May or June for formal review and approval. Upon approval, finalized departmental budgets are distributed to designated representatives, ensuring transparency and alignment with both strategic and evidence-based planning processes.

Purchasing Law:

Section 31-7-55:

It is hereby declared to be unlawful and a violation of public policy of the State of Mississippi for any elected or appointed public officer of the state or the executive head of a state board, commission, department, subdivision of the state government or governing authority to make any purchases without the full compliance with the provisions of Chapter 7, Title 31, Mississippi Code of 1972.

Any elected or appointed public officer of the state or the executive head of a state board, commission,

department, subdivision of the state government or governing authority who violates the provisions of Chapter 7, Title 31, Mississippi Code of 1972 shall be deemed guilty of a misdemeanor and, upon conviction therefore, shall be fined not less than One Hundred Dollars ($ 100.00) and not more than Five Hundred Dollars ($ 500.00) for each separate offense, or sentenced to the county jail for not more than six (6) months, or both such fine and imprisonment, and shall be removed from his office or position.

Section 31-7-305

All public bodies that are authorized to issue checks in payment of goods and services shall mail or otherwise deliver such checks no later than forty-five (45) days after receipt of the invoice and receipt, inspection and approval of the goods or services; however, in the event of a bona fide dispute, the public body shall pay only the amount not disputed.

Purchasing Law Updates:

Effective July 1, 2013, MS Code Section 31-7-13, as amended:

Purchases – To $5,000

Approved purchases of not more than $5,000, exclusive of freight and shipping, do not require advertising or competitive bids. *However, a valid quote will protect MDCC in the event of a price increase between ordering and invoicing.*

Purchases - $5,000.01 - $75,000

Purchases of $5,000.01, but not more than $75,000, exclusive of freight and shipping, are made from the lowest or best of at least two signed, competitive quotes. Only the vendor should sign the quote. Quotes otherwise written on are void.

The following regulation must be obeyed for all items requiring a bid process.

Code of Federal Regulations

Title 2, up to date as of 12/22/2023. Title 2 was last amended 10/23/2023.
§ 200.318 General procurement standards 200.318(c)(1)

The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities

may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

ARRA Projects

ARRA projects require advertised bids to start at $25,000.01. Publication shall be made one (1) time and the bid opening for construction projects shall not be less than ten (10) working days after the date of the published notice.

The term "competitive written bid" shall mean a bid submitted on a vendor's letterhead or identifiable bid form and signed by authorized personnel representing the vendor.

"Competitive" shall mean that the bids are developed based upon comparable identification of the needs and are developed independently and without knowledge of other bids or prospective bids.

Any bid item for construction in excess of Five Thousand Dollars ($5,000.00) shall be broken down by components to provide detail of component description and pricing. These details shall be submitted with the written bids and become part of the bid evaluation criteria.

Bids may be submitted by facsimile, electronic mail or other generally accepted method of information distribution.

For construction bids over $25,000 the following requirements must be met:

1) A performance bond payable to MDCC for the work to be done, AND
2) A payment bond payable to MDCC but conditioned for the prompt payment of all persons supplying labor and material used for the amount of the contract, or
3) A cash bond has been deposited with the State Treasurer in lieu of bonds.
4) Proof of general liability insurance coverage in an amount not less than one million dollars ($1,000,000) for bodily injury and property damage with MDCC named as an additional insured.

Purchases - $75,000.01 or greater

- **Construction**

Purchases of construction that cost $75,000.01 or more are made from the lowest or best bid after the College has advertised for competitive sealed bids once each week for two (2) consecutive weeks in the local county newspaper.

If construction costs exceed $100,000, a licensed professional architect or engineer must be retained, AND the contractor must hold a certificate of responsibility.

The bids will not be accepted and opened less than fifteen (15) working days after the last published notice.

- **Commodities or Equipment**

Purchases of commodities or equipment that cost $75,000.01 or more are made from the lowest or best bid after the College has advertised for competitive proposals once each week for two (2) consecutive

weeks in the local county newspaper. The electronic proposals are to be submitted via an electronic means no less than seven (7) days after the date of the published notice. The College currently uses Central Bidding, www.centralauctionhouse.com. Once the proposals are evaluated, the ones meeting specs will be approved to participate in the electronic reverse auction. This date and time will be set by the Office of Business Services and will be determined by the type of bid.

If only one bid or proposal is received, no bid or proposal is received. The item(s) will have to be REBID.

Reverse auctions shall be the primary method for receiving bids during the bidding process. However, reverse auction shall not be used for any public contract for design, construction, improvement, repair or remodeling of any public facilities, including the purchase of materials, supplies, equipment or goods for same and including buildings, roads and bridges.

- **Lowest and best bid**

Purchases may be made from the lowest and the best bidder. In determining the lowest and best bid, freight and shipping charges shall be included. If any governing authority accepts a bid other than the lowest bid actually submitted, it should place on its minutes detailed calculations and narrative summary showing how the accepted bid was determined to be the lowest and best bid, including the dollar amount of the accepted bid and the dollar amount of the lowest bid. No agency shall accept a bid based on items not included in the specifications.

Emergency purchases & repairs

Purchases which qualify as emergency purchases are exempt from the competitive bidding process; however, at the next board meeting following the emergency purchase or repair, documentation of the purchase including a description of the commodity purchased, the price thereof, and the nature of the emergency shall be presented to the Board and shall be placed on the minutes of the Board of such Governing Authority.
The term “emergency” shall mean any circumstances; caused by fire, flood, explosion, storm, earthquake, epidemic, riot, insurrection or caused by any inherent defeat due to defective construction, or when the immediate preservation of order or of public health is necessary by reason of unforeseen emergency, or when the immediate restoration of a condition of usefulness of any public building, equipment, road, or bridge appears advisable, or in the case of a public utility when there is a failure of any machine or other thing used and useful in the generation, production or distribution of electricity, water or natural gas, or in the transportation or treatment of sewage; or when the delay incident to obtaining competitive bids could cause adverse impact upon the governing authorities or agency, its employees or its citizens; or in the case of a public airport, when the delay incident to publishing an advertisement for competitive bids would endanger public safety in a specific (not general) manner, result in or perpetuate a specific breach of airport security, or prevent the airport from providing specific air transportation services.

Single Source Purchases

Noncompetitive items available from only one (1) source are allowable purchases if the following conditions are met: a certification of the conditions and circumstances requiring the purchase is submitted with the requisition; a written document on company letterhead states the item is only available from this one (1) source; the document is signed by the Company representative; and the single source letter is approved by the Board.

Mississippi Delta Community College Purchasing Policy

The College President is accountable to the MDCC Board of Trustees for the College purchasing system. The President has delegated the Executive Vice President as the Purchasing Agent for the College. The Executive Vice President has delegated partial purchasing duties to the Assistant Purchasing Agent.

Mississippi Delta Community College follows Purchasing Guidelines and Procedures as set forth in the Mississippi Code, Laws of 1972, Annotated, Chapter 7, Section 31.

Purchases made without an approved purchase order are personal purchases that are the financial responsibility of the person making the purchase.

When placing an order, the Purchase Order and the appropriate requisition and quote(s) must be sent to the vendor.

Single Source

Single Source purchases will be reported to the Office of the Executive Vice President. In order to be presented at the next Business meeting, documents must be received a week prior to the Board Meeting. A signed single source letter, a signed quote, and a certification of the conditions and circumstances requiring the purchase must be attached to the purchase requisition.

Emergency

Only the Board of Trustees or President, or the President's designated representative, may declare or confirm that a condition is an emergency. Emergency situations will be communicated to the President or a designated representative with recommended action to resolve the situation. The situation and actions taken to resolve the situation will be reported to the Board of Trustees at the next official Board Meeting and declared in the minutes. If the emergency requires work, services, or purchases to begin before a purchase order can be issued, a confirming purchase order must be obtained as soon as practicable afterward. Written evidence of the Board of Trustees' or President's declaration or confirmation of the emergency — in the form of Board minutes — must be retained and submitted to Business Services along with the confirming purchase order.

Procurement Procedures:

Each contract/service agreement must go through one of the following evaluation processes.

Open Purchase Orders

All open purchase orders must have the following either included on the requisition or attached:

1. A brief justification of the need for an open purchase order in lieu of normal P.O. procedures.
2. A general description of the commodities/services and the maximum amount per invoice.
3. The following certification:
   "This is to certify that only the commodities/services shown will be purchased."

Steps for Contracts/Agreements

If your purchase is $1,000 or less:

- Complete the Purchase Requisition form and forward it to Business Services. If the Purchase Requisition is itemized, please include the appropriate price list to show where you got the pricing information. Only signed and dated quotes hold prices, and only for the time specified on the quote.

- Complete the Contracts/Consortium Evaluation form (Appendix A) and attach it to the Purchase Requisition. Send both documents to Business Services.

If your purchase is $1,000.01 or more:

- Complete the Purchase Requisition form. Attach price list or quotes and other documentation as required.

- You must attach a formal agreement to the Purchase Requisition.

- This agreement can come from the vendor or MDCC. MDCC uses the attached MOA (Memorandum of Agreement) (Appendix B). Before attaching it to the Purchase Requisition, make sure it is already signed by the selected vendor. Then obtain all appropriate MDCC signatures.

- Complete the Contracts/Consortium Evaluation form.

- Forward the Purchase Requisition, the vendor agreement or MOA, and the Contracts/Consortium Evaluation form to Business Services. The Procurement Committee — the Coordinator of Business Services, Purchasing, and Inventory and the Executive Vice President — will determine which of the following approvals are necessary.

- Agreements of $1,000.01 to $5,000 require the President's signature on the Contract/Agreement/MOA for approval.

- Agreements of $5,000.01 to $24,999.99 will require at least 2 quotes and ratification of the Contract/Agreement/MOA by the Board of Trustees after approval by the President.
- Agreements of $25,000 or more will require multiple bids or quotes as appropriate and must obtain Board of Trustees approval for the Contract/Agreement/MOA. Such agreements must also include the criteria used to evaluate the proposals and the completed evaluation forms attached to the Contracts/Consortium Evaluation form.

- After appropriate approval and processing, copies of all executed leases or agreements over $25,000 will be forwarded to the Office of Institutional Effectiveness for archiving.

Requisitions

Decisions concerning whether an item will be purchased using E&I funds are approved directly by the President, depending upon availability of funds.

Requisition Procedures:

Purchase requisitions should be submitted to Business Services a minimum of five (5) business days before the item or service is needed, to allow adequate time for department, budgetary, and purchasing approvals and issuance of a purchase order.
No work or services should begin, and no goods should be ordered, until a valid purchase order has been issued. Purchases or services initiated prior to the issuance of a purchase order are not guaranteed payment by the College and may become the personal financial responsibility of the individual who authorized the work. The only exception is a bona fide emergency declared or confirmed by the Board of Trustees or President, or the President's designated representative, as described in the Emergency section of this manual — no other individual may declare or confirm an emergency condition. Even then, a confirming purchase order must be obtained as soon as practicable after the emergency work or purchase begins. Written evidence of that declaration or confirmation — in the form of Board minutes — must be submitted to Business Services along with the confirming purchase order.

1. The requester should submit a requisition including the appropriate price list to show where pricing information was obtained to the immediate supervisor for approval. **Only signed and dated quotes hold prices AND only for the time specified on the quote.** For activities, like Homecoming/Springfest/etc. document the requisition with the activity or event title, date, and description of what is requested and why. For uniforms, testing fees, student travel, etc., please provide names and Banner ID numbers for students. This documentation is for audit purposes.
2. The requisition is forwarded through the approval chain until it reaches Business Services.
3. The Executive Vice President will check the requisition and budget and give approval for the requisition to be forwarded to purchasing.
4. A purchase order is issued.
5. Two copies, a white and a yellow, of the purchase order are returned to the requester. If desired, the requester may submit an extra copy of the requisition and quotes to be returned with the white and yellow copies of the purchase order.
6. The pink copy of the purchase order is retained by Business Services.
7. The requester presents a hard copy of the purchase order along with the requisition and quote(s) to the vendor.
8. The requestor retains copies of the approved purchase order and requisition forms to help maintain budget.

Receipt of Order:

Upon receipt of the order, the employee will examine all items to ensure the shipment was properly filled.

The employee will examine the invoice and ensure that it coincides with the purchase order. Discrepancies need to be addressed immediately. All items must match the quote exactly. Quantities and costs must match. If a shipment is less quantity or cost than quoted, that is acceptable as long as the information is correct. *(i.e., **ACCEPTABLE**: 15 uniform tops are ordered at a cost of $18.00 each. 12 uniform tops are delivered at a cost of $17.00 each. **UNACCEPTABLE**: 15 uniform tops are ordered at a cost of $18.00 each. 12 uniform tops are delivered at a cost of $18.50 each.)*

If both the order and invoice are correct, the employee should sign off on the invoice and date it. The invoice should then be forwarded to the next approval level(s) and then Business Services.

DO NOT HOLD INVOICES! SEE Section 31-7-305, page 3 of this manual.

Invoices should not be held unless there is a problem with the order or the invoice. The Board must give approval before a check can be released to the vendor. The Business Services cut off for Board is about 3 weeks prior to the Board meeting. Board meetings are the 2nd Thursday of each month. When a conflict arises and the board meeting is rescheduled, a notice is placed on the front door of the administration building notifying the public of the rescheduled date.

No one other than the President and the Executive Vice President has the responsibility of obligating funds in the name of the College. All purchases made will be authorized on the official purchase order that is issued upon the approval of requisitions submitted to Business Services.

Any orders placed without a purchase order will be the responsibility of the individual who made the purchase. The individual must either pay for or return the merchandise.

Additional Employee Responsibilities:

- Ensuring that a current W-9 is on file with Business Services for any new vendor, or any vendor whose business owner, business name, or business address has changed
- Ensuring any order placed is billed by the company in a timely fashion; this is NOT to exceed 30 days, or the expiration date on the quote if less than 30 days!
- Returning unused purchase orders to Business Services to be voided in a timely fashion (this releases the encumbrance on the departmental budget)
- Notifying Business Services to close unused portions of Purchase Orders (this releases the encumbrance on the departmental budget)
- Asking questions if unsure of how to go about ordering something unusual
- Using the Purchase Order immediately
- Verifying, **before using**, the validity of any Purchase Order that was not used immediately, especially when dealing with quotes. **QUOTES EXPIRE AND PRICES CHANGE!**
- Ensuring any receipts submitted against a Purchase Order are documented with the activity or event title, date, and description of what was purchased and why. This documentation is for audit purposes.
- Verifying that the vendor has not charged sales tax. (MDCC is tax exempt. If your vendor has charged sales tax, please work with the vendor to get this corrected.)

Inventory Procedures

The following is the official procedure for the addition, deletion, transfer and salvage of inventoried equipment, to include state-reimbursed equipment. The inventoried equipment is the responsibility of the Department Chair/Department Supervisor of the department where the equipment is assigned.

New inventoried items will be issued inventory tags by the Inventory Control Coordinator. The tags will be distributed to the appropriate Department Chair/Department Supervisor who will be responsible for ensuring the tags are placed on the appropriate inventory. This person will then sign and date the form that came attached to the tags listing the items to be inventoried and return it to Business Services.

Inventory listings will be sent out to the departments on an annual basis for verification. The appropriate Department Chair/Department Supervisor will be responsible for checking their inventory against the inventory listing for accuracy. Any discrepancies need to be noted. The list should then be signed and dated

and returned to Business Services. The Inventory Control Coordinator will then be responsible for following up on any discrepancies.

Unannounced inventory audits will periodically take place to ensure the accuracy of the inventory verifications.

Inventory Deletion:

Any department that has old or obsolete inventory to delete will fill out the inventory deletion/relocation form. (Appendix C) This form will be signed by the appropriate Department Chair/Supervisor, and appropriate Vice President. It will then be forwarded to Business Services. The Inventory Control Coordinator will then compile a list of deletions that require board approval for the next appropriate board meeting. Once the board approves the deletion, the Inventory Control Coordinator will notify the appropriate Department Chair/Supervisor. Any deleted items need to be handled appropriately as follows:

- Computers, monitors, and printers – Contact Information Technology who will remove any hard drive, and then forward to the Maintenance Department for the next appropriate disposal. Information Technology will need to keep a list of inventory numbers and equipment forwarded to maintenance.
- All other deleted equipment needs to be marked deleted, with a notation of the inventory number. This is preferably done by taping a piece of paper to the item. The actual inventory tag should be removed and forwarded to Business Services. The maintenance department will need to be notified of the location and the description of the deleted item for pickup.

The Appropriate Chair/Supervisor will be responsible for the deleted piece of equipment until it is picked up by Maintenance or Information Technology.

Stolen or Missing Inventory:

Any stolen or missing inventory should be reported to the appropriate Chair/Supervisor or Vice President immediately up discovery. A Campus Police report must be filed, and attached to the Lost or Stolen Property Affidavit form (Appendix C) when submitted for deletion.

Inventory Relocation:

Any inventory that is relocated to another room, department, building, or campus must be accounted for on the Inventory Deletion/Relocation Form (Appendix D).

State-Reimbursed Equipment:

All state-reimbursable equipment is maintained separately on the College inventory. The College is responsible for the maintenance of this equipment. All College inventory procedures will be followed in the disposal and/or removal from inventory. Any proceeds from the disposal of any deleted state-reimbursed equipment will be used to help purchase new needed equipment for the Vocational area.

Minor Equipment:

The College inventories all equipment to include items that cost less than $500. NOTE: Supplies are not inventory.

Donated Equipment:

Any donated equipment should be donated through the Mississippi Delta Community College Foundation.

Once the equipment is transferred to the College by the Foundation, the equipment will be placed on the College's inventory.

Special Inventory Items:

The following items are to be inventoried, regardless of price:

1. Weapons
2. Two-Way Radios
3. Lawn Maintenance Equipment
4. Cellular Telephones
5. Chain Saws
6. Air Compressors
7. Welding Machines
8. Generators
9. Motorized Vehicles

NOTES: Supplies are not inventory. Inventory should NEVER be purchased on an open PO!

Accounts Payable

Travel Advances:

Out of state travel advances are made to employees for meals, gas, parking, taxi service, and extra baggage. Receipts for all items other than meals must be turned in to Business Services within one week of the employee's return from the out of state trip, and all unaccounted-for expenses must be reimbursed to the College.

It is the responsibility of the employee to obtain and keep up with all necessary receipts. Lost or missing receipts will not be covered by the College and will be reimbursed to the College by the employee.

Meals:

Meals are only allowable if overnight travel is involved. Documentation must be presented by the employee in cases where the lodging is provided by other means. Any employee who stays with a family member or friend will need to document where they stayed and with whom. If another entity is paying for the lodging, a copy of the hotel bill needs to be attached to the travel form.

The breakfast meal will be allowed when the departure time is prior to 6:00 a.m. and overnight travel is involved. The lunch meal will be allowable when time of departure is prior to 11:00 a.m., return is after 2:00 p.m., and overnight travel is involved. The dinner meal will be allowed while traveling when the employee returns later than 8:00 p.m. and overnight travel is involved. Meals which are included as part of a conference registration fee shall not be reimbursable as meals on the employee's Travel Voucher. If the employee, for whatever reason, chooses not to consume the meals at the conference, he or she shall not be entitled to any reimbursement for the cost of the meal.

Out of State Travel:

An approved out of state travel form and approved leave form must be attached to any out of state travel request. The President must approve all out of state travel. Each month, the Board of Trustees will receive a report of all out of state travel.

Travel should be planned far enough in advance to allow for the President's approval before out of state travel is taken.

Mileage Reimbursement (Other than MDCC Campus to MDCC Campus Travel):

Regardless of funding source, any time a school fleet vehicle is available for use, employees should not use their personal vehicles for MDCC related travel. If an employee chooses to use a personal vehicle when a fleet vehicle is available, mileage will be reimbursed at the state allowable reduced rate rather than the full state reimbursement rate. When submitting a travel reimbursement request, include the vehicle reservation form showing approval or denial from the appropriate Facilities/Fleet employee.

Off campus employees should not turn in travel reimbursement for coming to Moorhead unless the trip has been requested by administration.
College travel will **not** be paid in the following cases:

- Travel to the employee's home base for the day to include clinicals, unless authorized by the President.
- Summer school instruction

Membership Dues:

Funds for membership dues are limited, so the College will only pay dues for entity/agency memberships. An entity/agency membership is a membership which belongs to the College and not the individual. The entity membership is transferrable from one employee to another. The membership remains with the agency should an employee terminate employment. NOTE: The only exception to this is if the membership enhances or is directly related to the performance of the individual's job duties and it is a benefit to the College.

Invoices:

Invoices will be sent to the requestor for approval. The requestor will sign and date the invoice and forward it to the department head, who will then forward it to the appropriate Vice President. The Vice President is responsible for forwarding the signed invoice to Business Services for processing.

By signing the invoice, the requestor is stating that all items have been received and are in good order. This means that you are verifying the invoiced prices match the quoted prices, the invoiced quantity of goods is not more than the quoted quantity of goods, and that the invoice date is not before the purchase order date. Please make sure your purchase order number is on the invoice and that sales tax has not been charged. If the purchase order number is not on the invoice, write it on the invoice before submitting for payment.
If there are discrepancies in any of these areas, please work with your vendor to get these items corrected before submitting the invoice for payment.

Any time that a purchase is made with Amazon, Lowe's, or Wal-Mart, please submit your invoices **immediately** upon receipt. ***The credit lines for these vendors are limited so there is potential for the limit to be exceeded if payments are not made in a timely manner.***

Travel, registrations, and utilities are processed weekly. In order to receive a check by Thursday, invoices must be turned in by Tuesday. All other invoices are held for Board approval.

Please be mindful of your vendors and turn in your signed invoices promptly! If an invoice misses the cutoff for the current Board meeting, the invoice cannot be paid until the following month's Board meeting!

***NOTE**: All checks issued by MDCC are valid for 90 days from the date of the check. Any checks not cashed or deposited within this time frame will need to be voided and reissued. Any third party (Pell, scholarship, etc.) refunds not cashed or deposited within this time frame may be subject to return to the awarding entity.*

Business Services Personnel

Dr. Valarie Morgan, Executive Vice President
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Shelia Armstrong, Student Accounts Specialist
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Appendix:

Contracts /Consortium Evaluation……A
Memorandum of Agreement (MOA)……..B
Inventory Deletion/Relocation/Missing Forms……C/C1/C2
Lost or Stolen Property Affidavit Form……..D

Mississippi Delta Community College
Contracts/Consortium Evaluation

The Contracts/Consortium Evaluation is a feedback mechanism that allows for continual improvement in securing contracts and other agreements. It also provides a mechanism for demonstrating whether agreements contribute to achieving the mission and goals of the institution.

_____ _____
Name of Agreement/Contract Department/Division

1. **Please evaluate this agreement/contract by responding to the items below:**

- Is the contract/consortium agreement appropriate to the mission and goals of the institution?_____Yes____No Comments:
- Does the contract/consortium agreement meet the needs of the institution? Yes____No Comments:
- Are both parties in agreement with the contract/consortium agreement? Yes____No Comments:
- Does the contract/consortium agreement impact the MDCC budget? Yes____No Comments:
- Does the contract/consortium agreement require Board approval? Yes____No Comments:

Justification for selecting this vendor (For contracts exceeding $25,000 please attach the criteria used to evaluate the proposals and the completed evaluation forms)

_____

_____

Div. Chair/Director/Supervisor:_____Date_____

Vice-President:_____Date_____

President:_____Date_____

2. **After obtaining the above signatures, forward this evaluation to Business Services, along with the Purchase Requisition, Contract/Agreement, and other supporting documents.**

Procurement Committee Recommendation

The above agreement has been evaluated and meets all the procurement guidelines for the institution. The Procurement Committee recommends the following in order to execute the agreement.

_____Obtain President's Signature on the Contract/Agreement ($5,000 or less)
_____Obtain Board Ratification for the Contract/Agreement ($5,001 to $24,999.99)
_____Advertise for bids & obtain Board Approval for the Contract/Agreement ($25,000 & over)

Committee Representative:_____ Date_____

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6390; EEOC@msdelta.edu.

Appendix A

Mississippi Delta Community College

MEMORANDUM OF AGREEMENT

_____ (**the First Party**) and Mississippi Delta Community College (**the Second Party**) desire to enter into an agreement whereby the First Party will provide the following services:

for the_____Department/Division. The First Party shall be paid a fee of $_____for services rendered during the following period(s):

_____.

Agreed upon this_____day of_____, 20____.

The First Party by:

Name _____

Address

_____

_____

_____

_____

Signature

Mississippi Delta Community College by:

_____

Director/Division Chair/Supervisor

_____

Vice-President

_____

President

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Mississippi Delta Community College

204 East Church Street Greenwood, MS 38930 (662) 453-7377	PO Box 668 Moorhead, MS 38761 662-246-6365	2900A Hwy 1 South Greenville, MS 38701 (662) 332-8011

INVENTORY REMOVAL FORM

Dept.	Building	Room #	Inventory Tag #	Description of Item	Serial #	Reason for Removal	Signature	Date	Computer Memory Cleaned
									☐
									☐
									☐
									☐
									☐
									☐
									☐
									☐
									☐
									☐
									☐

Date of Removal:_____ Person Who Moved Item: _____

Signature

Office Use Only
Officer:
Enter Date:

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(662) 332-8011

INVENTORY TRANSFER FORM

PRESENT LOCATION OF ITEM BEING TRANSFERRED							NEW LOCATION				
Dept.	Building	Room #	Inventory Tag #	Serial #	Description of Item	Transfer Signature	Dept.	Building	Room #	Signature	Date

Date of Transfer: _____

Person Who Moved Item: _____

Signature

Immediately send to Purchasing via company mail or fax to (662) 246-6324.

Office Use Only

Officer: _____

Enter Date:

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MISSING INVENTORY FORM

INVENTORIED LOCATION FOR MISSING ITEM

Dept.	Building	Room #	Inventory Tag #	Description of Item	Value	Serial #	Responsible Person	Date Item Missing

Complete the Lost or Stolen Property Affidavit and a Police Report and attach both to this form. Explain in detail all facts regarding the missing property, including each of the following: the date the property was discovered missing; the person who discovered the property was missing; special circumstances regarding the missing property; all efforts made to discover the location of the missing property; and any other pertinent facts regarding the missing property.

Signature of person charged with control of missing property

Signature of person discovering property missing

Date sent to Business Services: _____

Send Immediately to Business Services

Office Use Only
Officer:
Enter Date:
Date copy of Missing Property Form provided to responsible person's supervisor. _____

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MISSISSIPPI DELTA COMMUNITY COLLEGE
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Lost or Stolen Property Affidavit

Location of Property

Department		**Date**
Campus	**Building**	**Room Number**
Inventory Description		**Inventory Number**
Date Reported to Campus Police		**Responding Officer**

Detailed Explanation of Loss:_____

This form is to be submitted with a campus police report.

WE HEREBY STATE UNDER OATH THAT THE ABOVE FACTS ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE.

_____ _____
Inventory Control Clerk Date

_____ _____
Vice President Date

_____ _____
Chair/Supervisor Date

_____ _____
Employee Responsible for Property Date

THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned authority, in and for _____County, in the State of Mississippi, the above-named individuals, who, being first duly sworn, state on their oaths that the above facts are true and correct to the best of their knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this the_____day of_____, 20____.

_____
Notary Public

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MISSISSIPPI DELTA
COMMUNITY COLLEGE
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Please return this signed statement to Janet Burford, Business Services, Boggs Scroggins Enrollment Services Center.

This signed statement is required for purchasing.

Statement of Understanding

I certify that I have read and understand the policies and procedures set forth in the MDCC Business Services Manual. I understand that my failure to adhere to these policies and procedures may result in my being financially responsible for payment of items purchased.

_____ _____
Signature Date

_____ _____
Print Name Department

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