

Foreword

During the 1962 Regular Session of the Mississippi Legislature, legislation was introduced and passed to establish a division of state government to supervise the procurement activities of all state agencies, departments and institutions. This authority was granted to the Commission of Budget and Accounting in [Sections 31-7-3 through 31-7-7, Mississippi Code of 1972, Annotated](#), and the Division of Purchase Supervision was established under the Commission to carry out the provisions of the Act.

Governmental reorganization, brought about by the enactment of Senate Bill 3050 in the 1984 Regular Session, abolishing the Commission of Budget and Accounting and placing purchasing under the authority of the State Fiscal Management Board. The State Fiscal Management Board assumed all duties and responsibilities and had all authorities originally granted to the Commission of Budget and Accounting as applicable to purchasing. The reorganization also brought about a name change. The Division of Purchase Supervision was redesignated the Purchasing Division of the State Fiscal Management Board.

The 1985 Legislature passed Senate Bill 2510 which moved the purchasing function from the authority of the State Fiscal Management Board and made it a separate bureau within the Office of General Services. Effective July 1, 1985, the Purchasing Division was designated as the Bureau of Purchasing. All duties and authority over purchasing originally given to the Commission of Budget and Accounting and subsequently to the State Fiscal Management Board was then placed with the Office of General Services.

State Government Reorganization enacted during the Regular Legislative Session of 1989 established the Department of Finance and Administration. The Bureau of Purchasing was placed under the jurisdiction of the Division of Financial Management and designated the Office of Purchasing. On July 1, 1990, the Travel Division of the Department of Finance and Administration was integrated into the Office of Purchasing, which changed the name to the Office of Purchasing and Travel.

The Bureau of Fleet Management (the "BFM" or "Bureau") was established within the Office of Purchasing and Travel, within the Department of Finance and Administration ("DFA"), pursuant to [Senate Bill 2398, Regular Legislative Session, Laws of 2006](#), which amended [Section 25-1-77, Mississippi Code of 1972, Annotated](#), as amended (the "Code"). This created what is now known as the Office of Purchasing, Travel and Fleet Management ("OPTFM").

This Manual and the regulations contained herein have been written specifically with the intent that the application be directed to state agencies as opposed to governing authorities. For that reason, there are some requirements and authorizations contained in the Manual that would not apply to governing authorities. It should always be remembered that no presentation in this Manual shall be interpreted to take precedent over law. If a procedure set forth in this Manual is contrary to any statute applicable to governing authorities, the statute shall prevail and the procedure shall **not** be followed.

Any reference to a need for approval by the Office of Purchasing, Travel and Fleet Management of the Request for Authorization to Purchase, P-1, does **not** apply to governing authorities.

Throughout this Manual the use of the term "the Office" shall mean the Office of Purchasing, Travel and Fleet Management.