



THE UNIVERSITY of MISSISSIPPI

OFFICE OF CONTRACTS MANAGEMENT

Submitting Payment Requests to Procurement

If a contract will result in a payment processed through the Office of Procurement Services (“Procurement”), please send the following to Procurement:

1. A copy of the completed Contract Routing and Approval Form
2. A copy of the fully executed contract

Procurement will **NOT** approve paying a vendor/other contracting party **UNLESS** Procurement receives the completed Form and fully executed contract.

Departments and UM employees maintain oversight responsibility for managing their contracts for compliance with UM policies, conformity with the contract terms/conditions, and ensuring UM receives the commodities, services and/or revenue set forth in the contract. Accordingly, the following language will now be required when submitting requests for payments associated with contracts to Procurement:

A. Email Request for Purchase Order Goods/Receipt:

When a requisition has been created and a purchase order issued, a department **MUST** submit a request to Procurement for processing a goods/receipt. The following language (*in italics*) **MUST** be included in the email to Procurement from the department:

As the individual and/or department head seeking payment, I attest that all commodities (goods) and/or services listed below and found on PO # _____ have been received, or prepayment approval obtained if applicable, and that all terms and conditions related to the purchase of these goods and/or services have been met.

Please process a Goods/Services Receipt on the specified lines for the following quantities:

***Example: Line 1 – 1 each (Prepayment)**

***Line 5 – 3 each (Received)**

***(Specific line(s) and specific quantities must be provided in the section above unless “all quantities on all lines” is stated. “Prepayment” or “Received” must be stated.)**

The invoice for the goods and/or services specified above should be paid.

If a contract is associated with this purchase, I understand that I am responsible for personally confirming receipt of the commodities (goods) and/or services as well as ensuring compliance with all terms and conditions of the contract. In addition, payment for these goods and/or services will not cause the total amount expended under the contract to exceed the agreed-upon contract amount, and the invoice for them should be paid.

When all goods and/or services have been received prior to requisition creation, a department **MUST** place in the header note of the requisition the following language:

As the individual and/or department head seeking payment, I attest that all commodities (goods) and/or services listed on this requisition have been received and that all terms and conditions related to the purchase of these goods and/or services have been met.

The invoice for the goods and/or services specified in the requisition should be paid.

If a contract is associated with this purchase, I understand that I am responsible for personally confirming receipt of the commodities (goods) and/or services as well as ensuring compliance with all terms and conditions of the contract. In addition, payment for these goods and/or services will not cause the total amount expended under the contract to exceed the agreed-upon contract amount, and the requisition should be processed to a purchase order and the invoice should be paid.

B. FORM 13 Payment Requests:

For all Form 13s, the following language is included on the Form:

If a contract is associated with the payment request, I – as the individual and/or department head seeking payment pursuant to the contract – understand that I am responsible for personally confirming receipt of the services as well as ensuring compliance with all terms and conditions of the contract.

For Form 13s with the “Pay in Full Made Now” option checked, the following language is included on the form:

If a contract is associated with the payment request, I – as the individual and/or department head seeking payment pursuant to the contract – understand that I am responsible for personally confirming receipt of the services as well as ensuring compliance with all terms and conditions of the contract.

I attest that all services related to this request for “Payment in Full Made Now” have been received and that all terms and conditions related to this purchase of services have been met. In addition, payment of the invoice for these services will not cause the total amount expended under this contract to exceed the agreed-upon contract amount, and the invoice should be paid.

C. Request for Payment Forms:

The below language has been added to the request for payment form just above the signature line:

As the individual and/or department head seeking payment, I attest that all commodities (goods) and/or services listed above have been received, or prepayment approval obtained if applicable, and that all terms and conditions related to the purchase of these goods and/or services have been met. The invoice for the goods and/or services specified above should be paid.

If a contract is associated with this purchase, I understand that I am responsible for personally confirming receipt of the commodities (goods) and/or services as well as ensuring compliance with all terms and conditions of the contract. In addition, payment for these goods and/or services will not cause the total amount expended under the contract to exceed the agreed-upon contract amount, and the invoice for them should be paid. I have included the completed Contract Routing and Approval Form and the fully executed contract with this Request for Payment.

Remember, UM employees and departments maintain the ultimate responsibility to ensure UM receives the commodities, services and/or revenue set forth in the contract. UM employees and departments also maintain the ultimate responsibility to ensure UM pays for the commodities, goods, and services pursuant to the contract terms.

Please contact the Office of Contracts Management with any questions regarding the above language.