

662 S. President Street  
Jackson, MS 39201  
FY20~~24~~ All District Funds Cutoff is Apr~~il~~, 2024

handling. Failing to add shipping and handling in the line items will result in the requisition being unauthorized and returned

NOTE List a contact persons name, phone number and email address in the line item so the vendor will know who to contact in case they have a question regarding the items/goods/services requested

9. Activity Funds purchases are never entered in Marathon Remote Link;
  - a. When making purchases from Office Depot, get all pricing from the website set up for the Jackson Public Schools (<https://www.odpbusiness.com>). Failing to use this site for pricing will delay your requisition being processed.
  - b. Office Depot does not charge shipping on large orders
  - c. Some items may carry a surcharge.
10. Items purchased using a state contract should be as follows
  - a. State contract number and promo code, product number or material number must be listed in the line item on the requisition. Upload the state contract, price list and the vendors resellers list showing the vendor you are ordering from is on that list.
  - b. All state contract information entered on a requisition will be verified by the JPS Purchasing department
  - c. If you need assistance with uploading documents to requisition all Purchasing and we will walk you through the process.
11. Special Instructions if and when applicable must be added in the line item of the requisition
  - a. If you have an invoice already or you do not need PO mailed to the vendor, you enter on a line item the following: ACCOUNT PAYABLE DO NOT MAIL
  - b. If you want a purchase order emailed, you must enter the email address in the line item.
  - c. If the requisition is a result of a BID, RFP, RFQ or Board Approval items, you must list the Bid/RFP/RFQ number and Board date approved by the Board of Trustees or IB issue date in the line items.
  - d. For requisitions you wish to remain OPEN with very high dollar amounts do roll to the next year, list Multi-Year in the line items so Purchasing can mark the PO not to close unless
    - i. A request is emailed to close or it is written on the last invoice payment
    - ii. A Purchase Order amount is paid in full.
12. Any of the above information not listed on the requisition when applicable will result in an Unauthorized Requisition. The requestor/ordering entity will need to monitor their Master Listing on a regular basis throughout the week to ensure requisitions have been upgraded to a purchase order. In the event a requisition has been returned back to the





# MSDEPARTMENT OF EDUCATION (MDE) STATE MANDATED OBJECTS CODES

Some object codes have changed Below is a list of object codes that MDE has mandated that we must use. Some of the most frequent object codes used by the District are listed below.

- Object code 610 Supplies
- Object code 323 Professional Education Substitute Services
- Object code 324 Digital Textbooks/Educational Materials online for Students
- Object Code 337 Professional Services
- Object code 344 Non-Educational Online Subscription & Technical Services, Licenses, Etc
- Object Code 430 Repairs/Maintenance
- Object Code 612 Food & food related items
- Object Code 731 Chromebook, laptop, and desktop computers
- Object Code 734 Printers, Projectors, Mobile Carts, Promethean and Smartboard Interactive panels
- Object Code 738 Access points, hot spots
- Object Code 737 Other Furniture and Equipment (Cost or value of \$5,000 and above)
- Object Code 735 Items that must appear on an inventory list regardless of cost and be bar coded by Fixed Assets.

- Weapons
- Camera and Camera Equipment (greater than \$250.00)
- Two Way Radios
- Televisions (greater than \$250.00)
- Lawn Maintenance Equipment
- Cellular Telephones
- Chain Saws
- Air Compressors
- Welding Machines
- Generators
- Band Instruments
- Ice Machines
- Air Conditioners
- Appliances
- Portable A/Cs
- A/C Units

**WHEN IN DOUBT, ALWAYS CALL PURCHASING WE WILL HELP YOU OUT**

**(601) 9608799 OR (601) 9738582**