

JUSTIFICATION OF A NEED FOR OPEN PURCHASE ORDERS

The Governor's Mansion is requesting an open purchase order in excess of \$1,500.00. A Request for Authority to Purchase, Form P-1, is attached. We are currently purchasing approximately \$1,500.00 - \$3,000.00 a month in food from Alliant Foodservice, Inc. The Governor's Mansion is able to order from this vendor at substantial savings to the state. By not having an open purchase order, I estimated we would have to process 5-6 purchase orders a month.

GENERAL DESCRIPTION OF THE COMMODITIES/SERVICE

The Governor's Mansion purchases both perishable food items and non-food items from Sysco Food Services. The maximum amount per invoice will not exceed \$1,500.00.

CERTIFICATION

"This is to certify that only the commodities/services shown will be purchased and that no items currently covered by any state contract will be purchased under the terms of this purchase order without proper approval from the Office of Purchasing and Travel. This procedure will not be used to separate purchases so as to circumvent any laws, regulations or policies of the State of Mississippi."

John O. Gilbert
Director of Administration