

VIA HAND MAIL

May 4, 2000

Mr. Gary Anderson
State Fiscal Officer
Department of Finance and Administration
Walter Sillers Building
Jackson, MS 39205

Dear Mr. Anderson:

In the previous administration, the Governor's Mansion made purchases that exceeded the \$1,500.00 per day purchase limit from Sysco Food Services of Jackson. This happened because Sysco was only making deliveries one day per week, forcing the Governor's Mansion to order food for one week at a time. We have since received two unpaid invoices that are over the \$1,500.00 purchase limit.

In order to pay these invoices, I am requesting that an emergency be declared. The Governor's Mansion Administrator made these purchases in order to keep the Governor's Mansion supplied with food items, and did not have time to make these purchases through the proper procurement process.

The Governor's Mansion Administrator now has a better understanding of the proper procedures, but will still have to increase the amount of food purchased during special events and occasions. This results in the problem we are now facing of orders being more than \$1,500.00 per day.

We are looking at other possible solutions to prevent this problem from happening in the future. I have discussed this issue with Don Buffum, who has suggested that we request an exemption of state purchasing procedures on perishable food items from the Public Procurement Review Board.

Your assistance with this matter would be greatly appreciated.

Sincerely,

David C. Cole, Ph.D.
Chief of Staff