



STATE OF ALABAMA  
 Department of Finance  
 Division of Purchasing

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 Director

MEMORANDUM

TO: All State Procurement Officers and Agency Accounting Staff

FROM: Kathleen D. Baxter, Deputy State Comptroller  
 Michael A. Jones, State Purchasing Director *[Signature]*

DATE: March 13, 2017

RE: Purchasing of Goods and Services

Effective immediately, the following are reminders or updates to policies related to purchasing of goods and services. If purchases have been made that do not follow these guidelines, please submit them to the Comptroller's Office for payment ASAP. Any transactions made after April 28, 2017 that do not follow these guidelines will be rejected.

- Office Supplies – Office supply purchases should be made through the state contract (T108). A Delivery Order (DO) must be referenced for all contracted items, regardless of the dollar amount, using either the Master Agreement (MA) for Office Depot (16\*58) or Staples (16\*61). Any non-contract items that are purchased must have the Purchasing Director's approval attached for payment. The only exception to this is the use of ACI (Alabama Correctional Industries) or AIDB (Alabama Institute for the Deaf and Blind).
- Maintenance, Repair and Operating Supplies – Maintenance, repair and operating supply purchases should also be through the state contracts (T700). A DO must be referenced for all contracted items, regardless of the dollar amount. The Master agreements are:
 

|                              |                          |                               |
|------------------------------|--------------------------|-------------------------------|
| T7004013018 (MSC)            | T7004013019 (Interline)  | T7004013020 (Granger)         |
| T7004013018 (Fastenal)       | T7004013022 (R&H Supply) | T7004013023 (Ferguson)        |
| T7004013024 (Motion Indoors) | T7004013025 (Graybar)    | T7004013026 (Batteries of AL) |
| T7004013027 (John Lee Paint) |                          |                               |
- Recurring services, regardless of amount, should reference a PO or DO.
- Credit Cards – Agencies are not allowed to pay for expenses using credit cards, with the exception of the Regions pCard and WEX Bank Fleet Fuel card. All other cards such as those for building supply stores, wholesale membership stores, miscellaneous online companies, etc. are not allowable.
- Membership fees, such as those to wholesale clubs, are not an allowable expense.