

COMPLIANCE

UPDATES & USEFUL TIPS

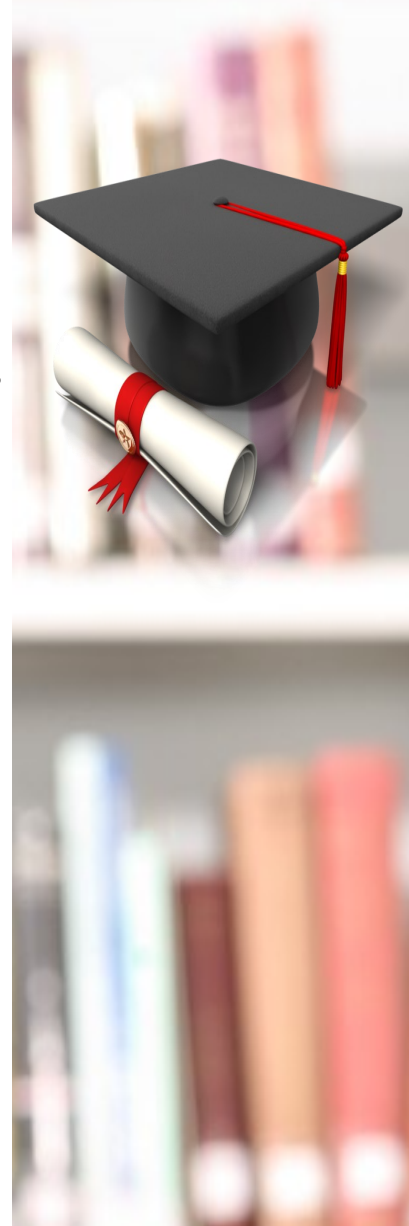
Creating a Culture of Compliance



Budget Tips

January 2022

- * As of January 1, first half budget balances in MAGIC rolled over and combined with second half allocations. When viewing budgets on the FMAVCR02 screen, the budget period must be input as "2022 to 2022-A2" to capture the total budget.
- * Budgets should be reviewed prior to submission of travel, requisitions, invoices, equipment purchases, shopping cart orders and contracts/contract worker payments to ensure availability of funds. Offices should also verify that items have the correct cost center and/or internal order number(s). For a listing of MDE budget codes, view the [MDE Master Code Listing 2022](#).
- * When necessary, budget revisions for state funds should be submitted to the Office of Budget & Planning with appropriate signatures for processing. [The MDE Budget Revision Form](#) must be used for approval of all non-grant budget revisions.
- * The [Grant Modification Form](#) must be used for approval of all modifications to existing grants.
- * New grant awards should be submitted to the Office of Budget & Planning using the [Grant Authorization Form](#).
- * Any new funding sources (grants, conference fees, etc.) must be assigned budget codes by the Office of Budget & Planning before they can be expended.



FY 2022 Travel Reminders

Effective January 1, 2022, the mileage rate for travel changed to .585 cents per mile. The revised [travel voucher](#) and [trip optimizer](#) should be used for January 1, 2022 through December 31, 2022 travel.

For any travel dated July 1, 2021 through December 31, 2021, the employee should use the travel voucher that was revised July 2021.

TIP: Use the [travel checklist](#) when completing your travel voucher!



REPORT FRAUD, WASTE, AND ABUSE:

To report suspected fraudulent activity, go to the MDE Home webpage and select the Report Fraud, Waste, and Abuse link. (<https://compliance.mdek12.org/Fraud/>)

Reminders Concerning Related-Party Transactions



The Mississippi Department of Education recognizes that Related Party Transactions and Nepotism are in violation of State law, are not in the best interests of the public, and can present potential or actual conflicts of interest.

REPORTING RELATED-PARTY TRANSACTIONS

- * If employees or contractors become aware that they or a family member may be involved in a related-party transaction, the employee or contractor should immediately complete the [Related-Party Questionnaire](#).
- * The related-party questionnaire must be submitted to the Director of Procurement.
- * The [Related-Party and Nepotism policy](#) and the Related-Party Questionnaire are located on the Office of Human Resources webpage under Documents and Forms.

PROCUREMENT NEWS

FY23 Contract Due Dates

- **FY23** contract renewals **over \$75,000 effective July 1, 2022** should be submitted to the Procurement Office **December 1, 2021 - February 1, 2022** for timely approval.
- **FY23** solicitations to procure new contracts **\$5,000 - \$50,000 effective July 1, 2022** should be submitted to the Procurement Office by **February 15, 2022** for timely approval.
- **FY23** contract renewals **\$5,000 - \$75,000 effective July 1, 2022** should be submitted to the Procurement Office by **April 1, 2022** for timely approval.
- **FY22** contracts less than **\$5,000** should be submitted to the Office of Procurement by **April 15, 2022** for a contract approval on or before **May 10, 2022**.
- Except for an Emergency contract, the effective date of the contract should be any date after the SBE or PPRB meeting date.
- SBE agenda item placement for renewals are at discretion of the procurement office or contact the Procurement Director for agenda placement consideration.
- Renewal contracts must obtain the final signature on or before **June 30 to begin services July 1**.