



MISSISSIPPI STATE UNIVERSITY™
MS AGRICULTURAL AND
FORESTRY EXPERIMENT STATION

Hay Sales Procedure

Generally, hay produced at MAFES facilities is utilized to feed animals at these research facilities. However, in certain instances excess hay is produced that may be sold to the public. MAFES units are welcome, but not obligated, to publicize and sell hay they produce to another MAFES unit internally on an agreed upon price (e.g., by JV), or units can go through the processes outlined here for external sales. The following steps must be taken when excess hay from MAFES research units is to be sold.

1. Bids must be received for all hay sales. Informal acquisition of bids is acceptable as long as the process and all bids received is documented.
2. If sales are anticipated to exceed \$5,000, Procurement and Contracts should be contacted to manage the process.
3. All bids for hay should be delivered in a sealed envelope to the MAFES Research Support Business Office or the MAFES Business Office at the respective location of sale
4. Once bids have been received and opened, sale should be awarded to the highest bidder.
5. Payment for hay sales should be submitted directly to the relevant business office.
6. Payment made in cash should follow OP 62.07 with respect to handling and deposition of funds:
www.policies.msstate.edu/files/2021-07/6207.pdf