



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Purchasing
Issue/Revision Date: 12/01/2017

Contact Information – Purchasing Department

Policy:

MAILING ADDRESS

The mailing address of the Purchasing Department is:

Alcorn State University
Purchasing Department
1000 ASU Drive #509
Alcorn State, MS 39096-7500

PHYSICAL LOCATION

The physical location of the Purchasing Department is:
Room 409, Walter Washington Administration/Classroom Building

HOURS OF OPERATIONS

The Purchasing Department is open from 8 a.m. to 5 p.m. on Monday through Thursday and from 8 a.m. to 4 p.m. on Friday. We are closed for legal holidays.

TELEPHONE AND FAX NUMBERS

The telephone numbers for the Purchasing Department are (601) 877-6154. The fax number is (601) 877-6217.