



**MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING AND TRAVEL
SMALL PURCHASE PROCUREMENT CARD ACCOUNT
EDUCATION ENHANCEMENT FUNDS PROGRAM (EEF)**

TEACHER CARDHOLDER AGREEMENT

The teacher named herein referred to as “Cardholder” is requesting a procurement card to provide for access to Education Enhancement Funds as authorized by Mississippi Senate Bill 2761 and that will be utilized to make financial commitments on behalf of the school district. As the only authorized cardholder, Cardholder agrees to accept the responsibility for the protection and proper use of the State’s Small Purchase Procurement Card in accordance with the terms and conditions below:

1. Cardholder agrees to purchase authorized commodities for official school purposes. (Personal items may not be charged at any time).
2. Cardholder agrees to abide by the terms of the Statement of Understanding and the Mississippi Educator Code of Ethics and Standards of Conduct.
3. Cardholder agrees to notify the merchant that the purchase is made in the name of a school district which is exempt from state and local taxes. (If taxes are charged, obtain credit immediately.)
4. Cardholder agrees to retain all supporting receipts from merchants.
5. Cardholder may review the monthly statement online.
6. If the cardholder becomes unemployed during the school year, the procurement card should be turned in immediately to the Program Coordinator.
7. Cardholder is subject to an annual audit of all purchases. The cardholder must maintain receipts for all purchases for at least five (5) years.
8. Back orders are not allowed. (Assure that all commodities are received).
9. Cardholder agrees not to request/provide cash advances. (Cash advances are not allowed).
10. Cardholder agrees not to charge travel related expenses on the procurement card. (Any form of travel related expenses is not allowed).
11. Cardholder agrees if the card is lost or stolen, to notify the Program Coordinator immediately.
12. Cardholder agrees to return the card immediately upon request, termination, resignation or retirement.
13. Cardholder must notify the Program Coordinator of any items purchased that the district may require to be placed on the district’s fixed asset inventory.
14. If a cardholder chooses to share the card issued to them with another teacher, any purchases made using that card is the responsibility of the cardholder.



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TEACHER CARDHOLDER AGREEMENT (cont.)

I, _____ (Cardholder-name of teacher), certify that I have read and fully understand the above terms and conditions and I hereby agree to comply with the terms and conditions of the Procurement Cardholder Agreement, The Procurement Card Policies, Procedures and Guidelines, the Statement of Understanding, Department of Education and the Mississippi Educator Code of Ethics and Standards of Conduct, as well, as, any additional policies or procedures established by the Office of Purchasing and Travel, and the school district's policies and procedures for use of the State of Mississippi's Small Purchase Procurement Card. I understand that I will be held personally responsible for all charges for any purchase which is made and is not in compliance, I understand that failure to follow the established procedures for used of the card may result in either revocation of my privileges or other disciplinary actions.

Cardholder/authorized user acknowledges by his/her signature to this agreement below that he/she agrees to comply with the terms and conditions stated above.

Printed Name of Cardholder

School District

Signature of Cardholder

Date signed