



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 Education Enhancement Funds (EEF) as authorized by Mississippi Code §3761-33(3)(iii) and that will be utilized to make financial commitments on behalf of the State. As the only authorized cardholder, Cardholder agrees to accept the responsibility for the protection and proper use of the card in accordance with the terms and conditions below:

1. Cardholder agrees to abide by the terms of the Teacher Cardholder Agreement, the Statement of Understanding, the applicable MS Small Purchase Procurement Card Policies, Procedures and Guidelines, 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, the MS Department of Education, and the school district concerning this program.
2. Cardholder is responsible for all purchases made using the card.
3. Cardholder agrees to purchase authorized commodities for official school purposes only. Authorized commodities include "classroom supplies, instructional materials and equipment, including computers and computer software, education subscriptions (must be included in lesson plan)
4. Cardholder agrees that all items purchased are deemed the property of the school district and not personal property of the Cardholder. For any equipment purchased, Cardholder agrees to follow the district policies and procedures for fixed assets.
5. Cardholder agrees to notify the merchant that the purchase is exempt from state and local taxes.
6. Cardholder agrees to notify the merchant that back orders are not allowed.
7. Cardholder is responsible for obtaining credit on the card for any items returned to the merchant.
8. Cardholder is responsible for any overage charges that may occur due to vendor processing card authorization amount of normally \$1.00 then charging card for the purchase amount once the merchandise is shipped. Cardholder is responsible for maintaining the card balance.
9. Cardholder agrees not to use the card for purchases after the annual deadline. Purchases made after the deadline become the responsibility of the cardholder.
10. Cardholder agrees not to use the card for cash advances.
11. Cardholder agrees not to charge travel related expenses on the card.
12. Cardholder agrees not to use the card for services fees (Ex. Amazon Prime, Netflix, YouTube etc.)
13. Cardholder must notify the Program Coordinator of any items purchased that are required to be placed on the district's fixed asset inventory.
14. Cardholder agrees to retain all supporting receipts from merchants and supply those to the MS Department of Education or the school district upon request. Receipts should be maintained for a minimum of five (5) years.
15. Cardholder is subject to an annual audit of all purchases.
16. Cardholder agrees to notify the Program Coordinator immediately

