



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

**EEF PROGRAM DESCRIPTION AND AGREEMENT**

**PROGRAM DESCRIPTION**

In relation to the services described in UMB Bank's Response to RFP 946-91, State of Mississippi Procurement Card Services, dated November 20, 2009, the Office of Purchasing and Travel, (OPT), is offering a procurement card option to all school districts per Senate Bill No. 2761 for distribution of Education Enhancement Funds (EEF) for payment of approved official teacher expenses used for education enhancement. The EEF card can be used only by the teacher to whom the card is issued to for allowable expenses. Cardholders have no authority to allow other individuals to use their school district EEF card.

The Mississippi Department of Education, Mississippi Office of Purchasing and Travel and the School District will determine to whom cards will be issued to through the EEF Card Program. The funds to be made available to the cardholder are determined by the school district's designated EEF Program Coordinator, school district management, Department of Education and/or the Office of Purchasing and Travel, based on the School District's allowance. All cards/accounts must be issued in the school district's/account name and all accounts are subject to internal control responsibilities and oversight by the district.

**Types of Card Accounts**

The school district EEF Card Program is available only as a carded option.

Individual Teacher Cardholder EEF Account- This is a carded account which operates with the issuance of a plastic card. This option is available to designated teachers and professional staff within a school district. This type card allows an employee to pay for the materials for the classroom only and any other expense is not allowed. Cards are issued in the name of the district. All authorized vendors will be included except the excluded merchant types which will be blocked to add additional internal controls to the account.

**Vendor Services**

All vendor purchases made using the school district EEF program card account program should be made in accordance with the policies and procedures established by the Office of Purchasing and Travel and the Department of Education. The EEF program account is to be used for authorized school district materials only.

**Additional Guidelines**

If a school district elects to establish additional guidelines not stated in this agreement, the school district must present an approved request to the Department of Education and the Office of Purchasing and Travel Card SPPC Card Program Administrator and receive approval prior to implementing said guidelines.

**Account Limits**

The local school district will establish the appropriate purchase limits and controls for the EEF card program accounts.

**Documentation and Retention**

Documentation must be provided by the cardholder or school district Program Coordinator for reconciliation to the EEF Account Statement. Cardholders must retain all documentation pertaining to the purchases.

**Reconciling the EEF Accounts**

Each school district or Program Coordinator or cardholder will receive an EEF Account Statement/data from the bank for the billing cycle. Payments will be made by the Mississippi Department of Education.

**Cardholder Responsibilities**

- A. Sign a TEACHER CARDHOLDER AGREEMENT and abide by the school district policies and procedures.
- B. Ensure that the types of card charges are made in accordance with the policies of the Department of Education, Office of Purchasing, and Travel and the Purchasing Card Guidelines.

## Unauthorized Expenses

The following types of expenses are not allowable at any time and includes but are not limited to:

- Airfare
- Registration Fees
- Lodging
- Rental Cars
- Tolls
- Parking
- Business Related Phone Calls/Internet/Fax Service
- Business Related Airfare Combined with Personal Airfare
- Cash Advances
- First Class and Business Class Travel
- Travel expenses for traveling companions or spouses
- Personal Items
- Personal Calls
- Gasoline for personal and rental vehicles
- Any purchase for which the District does not receive direct benefit
- Movies
- Meals, food, and beverages
- Alcohol
- Any lodging expense

### Card Violations

The Office of Purchasing and Travel requires individual cardholders and Districts to strictly adhere to the policies and procedures governing use of the school district EEF card program which may be established and modified from time to time as necessary. Failure to do so may result in disciplinary action. Additionally, such failure could result in prosecution to the fullest extent of the Law, including financial restitution and criminal prosecution. This policy will be administered in accordance with other State procurement policies and the laws of the State of Mississippi.

Violations of policies governing use of the school district EEF card accounts will not be allowed. The action taken is dependent upon the type of violation and the number of previous cardholder violations. A School District Superintendent or authorized designee, or the Office of Purchasing and Travel- Purchasing Card Manager is authorized to suspend a cardholder's privileges as deemed necessary without prior notice however, the school district will be notified of any such action. All other actions are determined at the appropriate school district's level. Any alleged violation or questionable transaction could result in an immediate temporary suspension of card privileges pending a review to determine what, if any, action is appropriate.

Any violation will result in immediate temporary suspension of the cardholder's privileges and notification of the school district's superintendent. If deemed appropriate the bank, police, and the appropriate school board president and/or members will also be notified. Possible disciplinary actions include:

- Cardholder receives written counseling by the appropriate school district personnel. This will be provided to the district for the employee's official personnel file. Temporary suspension of cardholder privileges for 30 or more days and mandatory retraining before the cardholder's privileges are reinstated.
- Permanent suspension of card privileges.
- Termination of employment- coordination with Human Resources required.

### Failure to Comply with Laws, Policies, and Procedures

Cardholders or supervisors/approving officials will use cards in accordance with all policies and procedures as referenced in this document which may be amended as necessary. Cardholders or supervisors/approving officials who knowingly, or through willful neglect, fail to comply with the following may be subject to suspension or termination of card privileges or other disciplinary action; and criminal prosecution to the fullest extent of the law.

- Official State of Mississippi Code Annotated, sections related to governmental purchasing.
- Applicable requirements of the Small Purchase Procurement Card Policy and Procedures Manual, applicable requirements of the Statewide Procurement Manual
- Internal policies and procedures governing procurement and the Small Purchase Procurement Card Program.
- Mississippi Educator Code of Ethics and Standards of Conduct
- Applicable requirements, policies and procedures as set forth by the Mississippi Department of Education.

The Office of Purchasing and Travel, School District Superintendent, or his/her designee reserves the right to withdraw any authority or delegated approval due to non-compliance with applicable laws, rules, regulations, policies, and procedures, or the terms of any conditional approval.

**Program Coordinator Designation**

The school district will designate a program coordinator and at least one Alternate (backup) Program Coordinator to direct the operation of the program. The Office of Purchasing, and Travel and Issuer Bank may rely on instructions from these individuals as properly authorized by District. A current list of authorized Program Coordinators will be provided to the Office of Purchasing, Travel and Fleet Management as required by using the PROGRAM COORDINATOR DESIGNATION REQUEST FORM.

**Agreement & Acceptance**

\_\_\_\_\_, a public school district in the State of Mississippi (the "District") and identified in this SCHOOL DISTRICT EDUCATION ENHANCEMENT FUNDS (EEF) CARD PROGRAM AGREEMENT hereby requests UMB Bank, n.a., Kansas City, Missouri, or its successors or assigns ("UMB" or "Issuer"), to establish a credit card authority for the District pursuant to which Issuer will open one or more credit card accounts ("Account(s)") in the name of the District and will issue one or more commercial credit cards or card numbers ("Card(s)") to the District and/or employees or agents of the District (collectively, "Employees") to be used for official and approved District-related educational purposes. The person who signs this Application on behalf of the District represents he or she is duly authorized by the District to sign this Application and to bind the District as required and to comply with the Provisions and Terms Governing Accounts as set forth and as described.

The District certifies that all information contained in this Application is true and correct.

For the District (signature required):

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Printed Name of Superintendent

\_\_\_\_\_  
Date Signed

**Office of Mississippi Department of Education Approval**

Mississippi Department of Education authorizes payment of accounts as indicated for the District. This request has been reviewed and approved the Mississippi Department of Education for further processing by:

\_\_\_\_\_  
Signature of Bureau Manager, School Financial Services

\_\_\_\_\_  
Printed Name of Bureau Manager

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

**Office of Purchasing & Travel Approval**

This request has been reviewed and approved the Mississippi Office of Purchasing & Travel for further processing by:

\_\_\_\_\_  
Signature of Authorizing Officer

\_\_\_\_\_  
Printed Name of Authorizing Officer and Title

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email Address



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

EEF PROGRAM COORDINATOR DESIGNATION REQUEST FORM

Name of District:		District Number:	
District Mailing Address:	(City, St, Zip)		
District Phone Number:			
Superintendent Name:			

Instructions:

1. To add a new account or to provide updated information, select the specific action and complete the data form.
2. Maintain a copy in the School District's EEF Program Coordinator's file.
3. Mail the original request form to: MS Department of Education, Office of School Financial Services, PO Box 771, Jackson, MS 39205

Primary Program Coordinator Information

Add     Change     Delete

Program Coordinator First Name	Middle Initial	Last Name
Email Address	Phone Number	

Alternate Program Coordinator Information

Add     Change     Delete

Alternate Program Coordinator First Name	Middle Initial	Last Name
Email Address	Phone Number	

Required Approvals

**DISTRICT APPROVAL:** This request has been reviewed and approved by the School District for further processing by:

Signature of Superintendent	Printed Name of Superintendent	Date Signed
-----------------------------	--------------------------------	-------------

**MDE APPROVAL:** This request has been reviewed and approved by the Mississippi Department of Education for further processing by:

Signature of Bureau Manager, School Financial Services	Printed Name of Bureau Manager	Date Signed
--	--------------------------------	-------------