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



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. E-Mail the original request form to: **financialservices@mdek12.org**

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 School Financial Services Printed Name Date Signed