

PROCUREMENT CARDHOLDER AGREEMENT

Mississippi State University is pleased to present you with the Procurement Card. It represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets.

I hereby agree to comply with the terms and conditions of this Procurement Cardholder Agreement and Procurement Card Procedures (on-line at: www.procurement.msstate.edu/procard/).

I hereby agree to use my best effort to minimize exposure from lost, stolen, or otherwise compromised Pro-Cards. I agree to properly use the Pro-Card. I understand that the University WILL audit the use of the Pro-Card. I understand that I CANNOT use the Pro-Card for personal transactions or for any restricted purchases, even if reimbursed.

REQUIREMENTS AND RESPONSIBILITIES

- Must be a current employee of Mississippi State University
Assure that the items purchased are required for a bona fide university purpose
Notify the merchant that the purchase is being made in the name of a government entity, which is exempt from state and local taxes. If taxes are charged, obtain credit immediately.
Obtain itemized receipts from vendors
All items are received (no back orders allowed)
Purchases are within the limits set and available budget authority (single transactions must be less than \$5,000)
Do not split purchase into several transactions to get around the single transaction limit of \$5,000
Do not use the Procurement Card for travel (except for car rental originating in state from U-Save)
Do not purchase services
Do not purchase equipment or inventory items (contact Property Control for guidance)
Do not purchase radioactive materials

I hereby understand that improper use of this Pro-Card may result in disciplinary and legal actions, including but not limited to restitution, forwarding information to the appropriate authorities for criminal prosecution, and possible termination of employment. Should I fail to use the Pro-Card properly, I authorize the University to deduct from my salary, or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow the University to collect any amounts owed by me under this Agreement.

I hereby understand that the University may terminate my right to use this Pro-Card at any time and for any reason or no reason whatsoever. I hereby agree to return the Pro-Card to the University's Procurement Card Manager or my department's Business Office or supervisor immediately upon request from the University, when changing departments, or upon termination of employment.

CARDHOLDER:

Signature - Procurement Card Applicant Date

Print Name

Title

Department

APPROVAL:

Approved Date

Print Name

Title

Department

APPLICATION FOR PROCUREMENT CARD

Cardholder Information

Cardholder Name _____
(First, MI, last)

MSU ID No. _____ Date of Birth (MM/YYYY) _____

Department Information

Departmental Card Administrator Name _____
(First, MI, last)

Department Mailing Address _____
(United States Postal Service)

Business Phone No. _____
(Departmental Card Administrator)

Department Mail Stop _____ E-mail Address _____
(Departmental Card Administrator)

Department Name _____

Text on Card _____
(26 Characters displayed under cardholder's name, may be department subunit or project name)

Default Acct. No. _____
(Fund, Org, Program, Activity)

Other Information

Total Number of Cards Required _____

Restrictions

Please circle the selected spending limits for your card based on likely activity. Be conservative and select the lowest limits possible to reduce University risk. If you do not select a credit level and select specific spending limits then the default will be credit level 4.

Note: Procurement and Contracts reserves the right to reduce credit limits based on transaction history.

CREDIT LEVEL 1	
Monthly Credit Limit	<u>\$30,000</u>
Single Transaction Limit _____	
(Cannot exceed 5,000)	
(If blank will default \$5,000)	
Daily Transaction limit _____	
(Cannot exceed half of credit limit)	

CREDIT LEVEL 2	
Monthly Credit Limit	<u>\$20,000</u>
Single Transaction Limit _____	
(Cannot exceed \$5,000)	
(If blank will default \$5,000)	
Daily Transaction limit _____	
(Cannot exceed half of credit limit)	

CREDIT LEVEL 3	
Monthly Credit Limit	<u>\$10,000</u>
Single Transaction Limit _____	
(Cannot exceed \$5,000)	
(If blank will default \$5,000)	
Daily Transaction limit _____	
(Cannot exceed half of credit limit)	

CREDIT LEVEL 4	
Monthly Credit Limit	<u>\$ 5,000</u>
Single Transaction Limit _____	
(Cannot exceed \$5,000)	
(If blank will default \$5,000)	
Daily Transaction limit _____	
(Cannot exceed half of credit limit)	

CREDIT LEVEL 5	
Monthly Credit Limit	_____
Single Transaction Limit _____	
(Cannot exceed \$5,000)	
(If blank will default \$5,000)	
Daily Transaction limit _____	
(If higher than option 1, prior approval of Director of Procurement and Contracts is required)	

Send the completed Procurement Card Application to: ProCard Manager or ProCard Specialist, Mail Stop 9718

Internal Use Only	
Date Received	
Date Processed	
Issue Date	
Expiration Date	
Card Account No.	