



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:

Date _____	_____
Signature - Procurement Card Applicant	Print Name
Title	Department

APPROVAL:

Date _____	_____
Approved	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 \$30,000
Single Transaction Limit (Cannot exceed 5,000)
Daily Transaction limit (Cannot exceed half of credit limit)

CREDIT LEVEL 2
Monthly Credit Limit \$20,000
Single Transaction Limit (Cannot exceed \$5,000)
Daily Transaction limit (Cannot exceed half of credit limit)

CREDIT LEVEL 3
Monthly Credit Limit \$10,000
Single Transaction Limit (Cannot exceed \$5,000)
Daily Transaction limit (Cannot exceed half of credit limit)

CREDIT LEVEL 4
Monthly Credit Limit \$ 5,000
Single Transaction Limit (Cannot exceed \$5,000)
Daily Transaction limit (Cannot exceed half of credit limit)

CREDIT LEVEL 5
Monthly Credit Limit
Single Transaction Limit (Cannot exceed \$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

Table with 2 columns: Internal Use Only, and rows for Date Received, Date Processed, Issue Date, Expiration Date, Card Account No.