EQUIPMENT 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 Card Agreement and Procurement Card User's Guide: https://www.procurement.msstate.edu/procurement/procard/procardguide.pdf

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

REQUIREMENTS AND RESPONSIBILITIES

- **Equipment items only** are to be purchased with this card
- Must be a current, full-time 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)
- Purchases are within the limits set and available budge authority (single transactions must be less than $5,000 unless approved by Procurement & Contracts)
- Do not split purchases into several purchases to get around the single transaction limit of $5,000

I hereby acknowledge that the improper use of the Procurement Card (ProCard) may result in disciplinary and legal action, including, but not limited to, restitution, referral to the appropriate authorities for criminal prosecution, and possible termination of employment.

If I fail to use the ProCard in accordance with University policies and procedures, I authorize the University to deduct from my salary or any other amounts payable to me an amount equal to the total value of any unauthorized or improper purchases, to the extent permitted by applicable law. I also agree to reimburse the University for any amounts owed and authorize the University to pursue all lawful means of collection.

I further acknowledge that the University reserves the right to revoke or terminate my ProCard privileges at any time, with or without cause. I agree to immediately return the ProCard to the University's Procurement Card Manager, my department's business office, or my supervisor upon request, when transferring to another department, or upon separation from University employment.

CARDHOLDER:

_______________________________ Date:__________ _______________________________

Applicant Signature Print Name

_______________________________ _______________________________

Title Department

DEPARTMENT HEAD/VP APPROVAL:

_______________________________ Date:__________ _______________________________

Approval Print Name

_______________________________ _______________________________

Title Department

MISSISSIPPI STATE UNIVERSITY

APPLICATION FOR EQUIPMENT PROCUREMENT CARD

Cardholder Information

Cardholder Name:______________________________

(First, MI, Last)

MSU ID Number:____________________ Date of Birth (MM/YYYY):____________________

Department Information

Departmental Card Administrator Name:______________________________

Department Mailing Address:______________________________

Business Phone Number:____________________ Department Mail Stop:____________________

Card Administrator E-Mail Address:______________________________

Department Name:______________________________

Text on Card: EQUIPMENT CARD

Default Account Numbers: ____________ ____________ 408290 ____________ ____________

Fund Organization Account Program Activity

Other Information

Total Number of Cards Required 1

Place an "X" by the selected spending limits for your ProCard based on likely activity. Be conservative and select the limit closest to your average monthly spend to reduce University risk. If you do not select a credit level, then the default will be credit level 4.

CREDIT LEVEL 1 _____

Monthly Limit $30,000

CREDIT LEVEL 3 _____

Monthly Limit $10,000

CREDIT LEVEL 5 _____

Monthly Limit $__________

CREDIT LEVEL 2 _____

Monthly Limit $20,000

CREDIT LEVEL 4 _____

Monthly Limit $5,000

Note: Procurement Services reserves the right to reduce credit limit and/or close cards at any time and for any reason. Not every employee is eligible or guaranteed to obtain a ProCard. We reserve the right to deny any ProCard request.

Scan and email the completed Procurement Card Application to procardhelp@procurement.msstate.edu