



## EQUIPMENT PROCUREMENT CARDHOLDER AGREEMENT & APPLICATION

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 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
- Do not pay credit card processing fees

I hereby understand that improper use of this ProCard 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 ProCard 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 the ProCard at any time and for any reason or no reason whatsoever. I hereby agree to return the ProCard 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 – ProCard Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

### DEPARTMENT HEAD/VP APPROVAL:

\_\_\_\_\_ Date: \_\_\_\_\_  
Approval

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

**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

Please place an "X" by the selected spending limits for your Equipment 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 and Contracts reserves the right to reduce credit limit and/or close cards based on transaction history.**

Send the completed Procurement Card Application to the Procard Group