



PROCUREMENT CARDHOLDER AGREEMENT AND 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

- 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 use the Procurement Card for employee travel
- Do not purchase equipment or inventory items
- 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 herby 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: _____
(Displayed under cardholder name – Ex. department, subunit, or project)

Default Account Numbers: _____
(Fund, Organization, Program, Activity)

Other Information

Total Number of Cards Required _____

Please circle 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
Single Limit _____
(Cannot exceed \$5,000, if blank will default \$5,000)

CREDIT LEVEL 3

Monthly Limit \$10,000
Single Limit _____
(Cannot exceed \$5,000, if blank will default \$5,000)

CREDIT LEVEL 5

Monthly Limit \$_____
Single Limit _____
(Cannot exceed \$5,000, if blank will default \$5,000)

CREDIT LEVEL 2

Monthly Limit \$20,000
Single Limit _____
(Cannot exceed \$5,000, if blank will default \$5,000)

CREDIT LEVEL 4

Monthly Limit \$5,000
Single Limit _____
(Cannot exceed \$5,000, if blank will default \$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 Procurement Card Department at Mail Stop 9718