About the Mississippi EEF Procurement Card Program

Eligible teachers "Cardholder" may receive a procurement card to provide for access to Education Enhancement Funds as authorized by Mississippi Senate Bill 2761 and that will be utilized to make financial commitments on behalf of the State and school district. As the only authorized cardholder, Cardholder agrees to accept the responsibility for the protection and proper use of the EEF Procurement Card in accordance with the terms and conditions of the Teacher Cardholder Agreement in effect. The account will have an initial amount available and that amount will decrement over the school year as purchases are made.

BEFORE YOU ATTEMPT TO USE YOUR NEW ACCOUNT

PLEASE READ THIS IMPORTANT INFORMATION REGARDING YOUR STATE OF MISSISSIPPI EDUCATION ENHANCEMENT FUNDS CARD

- As soon as you receive your card, register your account online at **www.commercialcardcenter.com** for account activation and access. Be sure to log on to your account not less than monthly to review charges and to maintain your personal account records of transactions. Retain all receipt copies for at least 5 years.

- Your card is not embossed with your name, but you must sign it prior to use. Your EEF Procurement account number and supply card number are unique to you.

- Never allow any other person to use your account or card.

- Always notify vendors in Mississippi that your purchases are tax exempt by State law.

- All types of valid purchases can be made in person, by telephone or online. For ordering online your account registered first name is “Supply” and the registered last name is “Account DDDDNNN”.

- Remember that this account is for classroom materials only, no personal use.

- Cardholder agrees to abide by the terms of the Teacher Cardholder Agreement and the Mississippi Educator Code of Ethics and Standards of Conduct.

- Cardholder agrees to notify the merchant that the purchase is made in the name of a school district which is exempt from state and local taxes. (If taxes are charged, obtain credit immediately.)

- Cardholder agrees to retain all supporting receipts from merchants. It is the cardholder’s responsibility to maintain copies of statements and receipts for at least 5 years. Cardholder is subject to an annual audit of all purchases.

- Cardholder may review the monthly statement online at:

  www.commercialcardcenter.com

- If the cardholder becomes unemployed during the school year, the procurement card should be turned in immediately to the Program Coordinator.

- Back orders are not allowed. (Assure that all commodities are received).

- Cardholder agrees not to request cash advances.

- Cardholder agrees not to charge travel related expenses on the procurement card. (Any form of travel related expenses is not allowed).

- Cardholder will contact the bank at 1-888-494-5141 immediately if the card is lost or stolen. Additionally, the cardholder will contact the Program Coordinator immediately to report the card as lost or stolen.

- Cardholder user agrees to return the card immediately upon request, termination, resignation or retirement.

- Cardholders must notify the Program Coordinator of any items purchased that the district may require to be placed on the district’s fixed asset inventory as donated by the State of Mississippi.

Retain this notice and your card carrier for future reference.

Frequently Asked Questions (FAQs)

1. How do I request a Mississippi EEF Procurement Card? If you are authorized to receive Mississippi Education Enhancement Funds you will be notified by your District school business administrator or designee. In addition, you must complete the EEF Teacher Cardholder Agreement before your card is issued.

2. When do I receive my card? Upon completion of the Teacher Cardholder Agreement, the school business administrator or designee will notify you when your card has arrived. You may receive your card from the school business administrator or designee. You will be required to sign for the card, date and may be required to supply a valid district ID.

3. Who do I notify when transferring from one department (or school/center) to another? When transferring from one department or school/center to another your account may be closed, you must contact the school business administrator or designee to request a new card.

4. How do I report a lost or stolen card? To report a lost or stolen card, you should immediately contact UMB Bank at (888) 494-5141 and notify your school business administrator or designee.

5. How do I cancel a card? Once the available EEF funds are completely used, the account will auto-suspend and prevent further use. If you need to cancel the card or you plan to discontinue use of the EEF funds, return the card to your school business administrator or designee. Do Not Destroy the card.

EEF FAQ 09/13/12

Using Your EEF Procurement Card

1. What purchases can I make with my EEF Procurement Card? For information relating to allowable purchases using your EEF Procurement Card, refer to the Teacher Cardholder Agreement.

2. What are my card limits? The initial limit of the account is shown on the card carrier that is included with the card, and the amount declines as purchases are made against it.

3. Can I request to have my spending limit increased? No. Spending limit increases are not allowed on the EEF Procurement Card.

4. How do I dispute a transaction or a fraudulent transaction? Before you dispute any EEF Procurement Card transaction online, you must first attempt to resolve the issue directly with the merchant. If you are unable to reach an agreement with the merchant for erroneous charges, disputes can be submitted via email to:
commercial.bankcards@umb.com

5. What do I do if a merchant charges a sales tax to my purchase? You must attempt to resolve the issue directly with the merchant. Be sure to remind the vendor that the purchase is sales tax exempt in the State of Mississippi.

6. What type of supporting documentation do I need to retain? It is the cardholder's responsibility to retain all original receipts and provide a documented business reason for each EEF Procurement Card transaction. Any additional information that you would like documented can be hand written on the original receipt.

7. How will my department be charged for my EEF Procurement Card transactions? The Mississippi Department of Education is responsible for paying for the transactions. Be sure to log in and verify your account charges at least monthly in the online system at **www.commercialcardcenter.com.**

8. How will I verify my cardholder identity if I call in to the Bank Call Center? You may be asked for the last four numbers of your social security number. **Use your school district numbe**r when this information is requested. Please note that the account will never have your personal information like your SS#, the four number District number is required in place of this.

9. How can I see detailed transaction and account information? Statement and transaction information, authorizations and declines, and remaining funds are available via the web statement tool at

www.commercialcardcenter.com

Important Contact Information

- For lost or stolen cards 1-888-494-5141
- For information regarding your account visit www.commercialcardcenter.com or call 1-888-494-5141
- Email address: commercial.bankcards@umb.com

Retain this notice and your card carrier for future reference.