

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



TO: Certified Staff

FROM: Lillie Robey, Business Manager

DATE: August 15, 2018

Please read over the attached teacher cardholder agreement carefully. Cards will be delivered to schools beginning Wednesday, August 20, 2018. You will have to sign an agreement with your account number pre-printed on the form when you are issued your card. The card will have a balance of **\$394.00**. Please be advised of the following:

- You do not have to call the bank to activate the card. The card will be activated when you receive it. **Please secure your card.**
- You will have until March 31, 2019, to spend funds on the card. Do not allow any backorder purchases to the card after March 1, 2019.
- Do not pay any sales tax with the card.
- Keep all receipts for purchases for a period of five years.
- MDE randomly selects cards for review each year. If your card is selected, you will have to provide the MS Department of Education all receipts for purchases made.
- The bank will make all cards inactive at midnight on March 31, 2019. The District has no control over EEF cards. It is best to spend the funds on the cards as soon as you can.
- Turn your card in to the secretary at your school on or before April 2, 2019.
- In the event your card is lost or stolen, send me an email as soon as possible. The bank will have to reissue you a card which takes seven to ten business days. If all funds have been used on the card, you will not receive a replacement card.

Your EEF card can only be used for allowable purchases.

You may contact the business office with any questions regarding EEF card purchases. Thank you for your cooperation.