



About the Mississippi EEF Procurement Card Program

An eligible teacher or "Cardholder" may receive a procurement card to provide access to the Education Enhancement Funds (EEF) as authorized by Mississippi Code §37-61-33(3)(iii). As the only authorized user, Cardholder agrees to accept the responsibility for the protection and proper use of the EEF Procurement Card. The account will have an initial amount available and that amount will decrease as purchases are made.

PLEASE READ THIS IMPORTANT INFORMATION BEFORE ATTEMPTING TO USE THE EEF PROCUREMENT CARD

- Register your account online at www.commercialcardcenter.com when you receive the card. Log on to your account monthly to review charges.
- The EEF Procurement card and the account number are unique and registered to you. Please sign the card prior to use.
- Never allow anyone to use your card or account number. You are responsible for all charges and transactions.
- You are responsible for documenting all purchases and transactions. Retain all receipt copies and supporting documentation for at least 5 years. You are required to produce documentation as requested by the school district

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and the MS Department of Education.

- Always notify vendors in Mississippi that purchases are exempt from state and local taxes by State law. A copy of the exemption letter is available from your business office. (If taxes are charged, obtain credit immediately.)
- Valid purchases can be made in person, by telephone, or online. When ordering online, enter the first name as "Supply" and the last name as "Acct DDDNNNN". For example, the first card issued in district 4300, the face of that card will read "Supply Acct 43000001". Supply is the first name and Acct 43000001 is the last name.
- This account is for classroom supplies, instructional materials and equipment as outlined in the Teacher Cardholder Agreement. No personal items may be purchased.
- By signing for and using the EEF procurement card, you agree to abide by the terms and policies outlined in the Teacher Cardholder Agreement.
- You are responsible for knowing your card balance and not allowing purchases for more than the approved card total. Any amounts charged in excess of the card limit will be requested for repayment.
- Verify all charges and returns have been processed by the vendor by viewing the information on your online account frequently.
- Back orders are not allowed. (Assure that all commodities are received).
- Do not request cash advances or accept

cash refunds.

- Do not provide your social security number on card purchases.
- Do not charge travel related expenses on the EEF procurement card. (Any form of travel related expense is not allowed).
- Items purchased with EEF funds become the property of the district and will remain in the district after your employment ceases.
- You agree to notify the program coordinator immediately of any items purchased that may be required to be placed on the district's fixed asset inventory. Check with the program coordinator for a listing of those items.
- You agree to return the card immediately upon request of the program coordinator.
- If you leave employment with the district due to resignation, retirement, or termination, immediately turn in the card to the district program coordinator.
- If your card is lost or stolen, call:
1-888-494-5141

For information regarding account, visit:

www.commercialcardcenter.com

Or email this address:

commercial.bankcards@umb.com

Retain this notice for future reference.

Frequently Asked Questions

1. How do I request an EEF Procurement Card? You will be notified by your program coordinator if you are eligible to receive a card.

2. When do I receive my card? The program coordinator will notify you once the card has arrived. You will be required to sign and date the Teacher Cardholder Agreement before your card is issued and you should sign the back of the card immediately.

3. Who do I notify when transferring from one district to another? Please contact the program coordinator for instructions. When you leave employment, you are still responsible for the charges incurred on the card while it was assigned to you.

4. How do I report a lost or stolen card? You should immediately contact UMB Bank at (888)494-5141 and notify your program coordinator.

5. How do I cancel a card? Once the available funds are completely used, you may contact the program coordinator for further instructions. Do not dispose or destroy the card.

6. What purchases can I make with my EEF procurement card? For information on allowable purchases, refer to the Teacher Cardholder Agreement.

7. What is my card limit? The limit of the card changes each year. Contact your program coordinator for the amount. The amount declines with purchases. Use your online account to track your purchases and balance information.

8. Can I request to have my spending limit increased? No. The limits are established through legislative appropriation for all cards.

9. How do I dispute a transaction or a fraudulent transaction? Before contacting UMB, you must first attempt to resolve the issue directly with the vendor. If you are unable to reach an agreement with the vendor, submit your dispute via email to: **commercial.bankcards@umb.com**

10. What do I do if a vendor charges sales tax to my purchase? You must attempt to resolve the issue directly with the vendor. Be sure to remind the vendor that the purchase is exempt from state sales tax in the State of Mississippi. Provide a copy of the exemption letter from your school district if necessary. Online purchases are typically not exempt of sale tax.

11. What type of documentation should I retain? It is your responsibility to retain all original receipts, statements, or invoices for all transactions on the EEF procurement card. Any additional documentation you retain to justify the transaction is your choice. Original lesson plans are suggested as supporting documentation of unusual items. To prevent fading of some receipts, scan or copy the items. Keep all items readily available if contacted for an audit of the account.

12. How will I verify my identity if I call the UMB call center? When asked for the last 4 digits of your social security number, you will need to supply your school district id number. None of your personal information has been used in the issuance of the EEF procurement

card.

Contact your program coordinator for the district id number.

13. Where can I see detailed transaction information for my EEF procurement card? All transaction data is available via the online account after you register the card at: **www.commercialcardcenter.com**

14. How are teachers chosen for audit? A randomly generated number of cards are chosen each year for audit. These cards are then identified by district number and the program coordinator is contacted. The program coordinator is asked to 1) identify and provide the name of the cardholder and a copy of the signed Teacher Cardholder Agreement, 2) and to contact the cardholder requesting all receipts and supporting documentation for purchases.

15. What happens if I lose my receipts or cannot supply supporting documentation for the purchases? If you lose a receipt, attempt to contact the vendor for an additional copy. If you are unable to supply the necessary items, following the EEF procurement card policies, the following actions may be taken:

- 1-discontinuation of program eligibility
- 2-discontinuation of card privileges
- 3-request for financial restitution of charges
- 4-other disciplinary action