



P-CARD CHECK LIST

Existing Entity P-Card Check List

Any **existing entity** with the State of Mississippi Procurement Card Program needing additional cards, should complete the following information:

- P-Card Bank 7129 Cardholder Spreadsheet**
- Program Coordinator Setup Form**
- Cardholder Agreement Form**

**** Program Coordinator Designation Form should only be completed if the program coordinator and/or alternate program coordinator has changed. ****

New Entity P-Card Check List

Any **entity new** to the State of Mississippi Procurement Card Program are required to complete the following information:

- Agency Invitation and Managing Account Information Capture**
- **Complete Tab 1 and Tab 2****
- Program Coordinator Setup Form**
 - Cardholder Agreement Form**
 - US Bank Online Application**
 - P-Card Bank 7129 Cardholder Spreadsheet**