

State of Mississippi

Office of Purchasing and Travel



State Procurement Card Guidelines

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I. Purpose of the Procurement Card

The following is a User's Guide for the State of Mississippi's Procurement Card. The Card is designed to provide a convenient and efficient purchasing of commodities and services for \$5,000 and below.

The Procurement Card replaces traditional purchasing methods such as requisitions, purchase orders, invoicing, and check disbursement. Its efficiencies and flexibility allow agencies and governing authorities to better focus on the value-added aspects of their jobs. The savings from reduced paperwork and online processing can directly benefit an agency.

The Procurement Card is incredibly efficient for payment of small dollar, high-volume, recurring purchases. It allows the cardholder to deal directly with the vendor to expedite the delivery of goods and services. The card also provides a method of payment widely accepted by merchants. It may be used for purchases in person, over the phone, via fax, on the internet, or by mail.

This User's Guide will provide the user with policies and procedures necessary to comply with the Office of Purchasing and Travel (OPT) policies and State Purchasing Laws. Agencies may establish stricter guidelines.

Agencies are required to;

- have operating procedures and designated personnel to manage the program
- comply with state purchasing requirements; and
- adopt own expenditure limits and purchase restrictions.

A. Program Coordinator Responsibilities

Participating agencies will designate a Procurement Card Program Coordinator to handle all communication with the Office of Purchasing and Travel and the contractor. Agencies will also designate the appropriate individuals responsible for reviewing, verifying, and approving the cardholder statements. The program coordinator will identify cardholders authorized to purchase on behalf of the State of Mississippi and establish written internal procedures consistent with the State of Mississippi Procurement Card Guidelines. To ensure compliance with state purchasing laws, the program coordinator officer and the approving official should be purchasing department employees. The following are the minimum requirements:

- The program coordinator will collect and sign all cardholder agreement forms (maintain cardholder agreement forms on file).

- Approve and submit a completed application(s) to the Office of Purchasing and Travel. The Office of Purchasing and Travel will submit applications to the contractor for processing.
- Ensure cardholder transaction logs and information are complete and accurate.
- The program coordinator will ensure that cardholders are within spending limits set by the agency.
- The program coordinator distributes pertinent information to their agency staff.
- The program coordinator is strongly recommended to copy all documents for their file(s).
- Ensure cardholders have receipts/invoices for purchases made; if there is no receipt/invoice, the program coordinator should have the cardholder complete the Procurement Card Missing Document Affidavit Form.
- The program coordinator should ensure that card users are trained on proper policies and procedures set by the agency, and the program coordinator should conduct a training session wherein the individual employees are provided with information concerning the procurement card program and state purchasing laws.
- The contractor will send all cards (procurement card(s)) to the program coordinator, who will be responsible for distribution at the agency level.

B. The Agency Program Coordinator shall:

1. Review statements and applicable documents to ensure that only proper purchases have been made and that the statement accurately reflects the charges indicated on the receipts, logs, and disputed documents. If correct, the program coordinator will approve the statements for payment and process them to the agency accounting office to ensure they arrive at the Office of Fiscal Management within ten (10) days of receiving the statement.
2. Submit disputed documents to the contractor for review and submit copies to the agency accounting office.

The agency accounting office will reconcile all statements against the master statement and submit a MAGIC (Mississippi Accountability System for Government Information and Collaboration) invoice for a single warrant to be paid.

Procurement card charges should be recorded using the following general ledger codes: "Procurement Card/Contractual Purchases," 61900000, "Procurement Card/Commodity Purchases," 62900000, and "Food for Business Meetings," 62040000.

The agency is required to maintain a file with the statements, all applicable receipts, and dispute documents.

The cardholder shall sign a statement verifying that he/she has read these minimum requirements and any additional policies established by the agency and that he/she understands that he/she will be personally liable for any purchase that is made that is not in compliance with these procedures; in addition to being responsible for any such charges, the cardholder may lose the privilege of using the procurement card.

The agency program coordinator shall sign a statement verifying that he/she has read these minimum requirements and understands that he/she may be held jointly liable for any purchase approved by the program coordinator and not in compliance with these procedures. In addition to being responsible for any such charges, the agency may lose the privilege of using the procurement card program.

C. Security Issues

Agencies that issue procurement cards for office use should have the program coordinator keep the card(s) in a secure location, such as a locked file cabinet or office safe. Require users to sign the procurement card out and in after each use.

Cardholders should be instructed not to carry the procurement card on personal vacations, weekends, and holidays and to keep it separate from personal credit cards. Agencies should have the program coordinator double-check receipts/invoices against monthly statements.

Agencies should establish controls and limitations on the use of procurement cards. They should develop policies and procedures, set projected expenditures, and pre-set limitations for each procurement card issued based on individual agency needs.

D. Liability

The State of Mississippi will not accept any liability or financial responsibility for state employees' charges that have been incorrectly authorized and:

1. Exceed any of the limits specified to the contractor by a cardholder's agency.
2. Violate any of the Merchant Category Codes (MCC) restrictions specified to the contractor by a cardholder's agency.

The State of Mississippi will not accept liability or financial responsibility for charges not authorized under the current card rules and regulations.

E. Getting Started

The agency and governing authorities should review the following and submit appropriate completed forms to the Office of Purchasing and Travel.

- **Define Documentation and process for Procurement Card**

Participating agency executives should create stricter policies, procedures, and guidelines for the use of the procurement card if necessary.

- **Prepare a filing system**

The filing system can accommodate monthly statements, supporting documentation, copies of cardholder agreements and applications, etc.

- **Designate a Program Coordinator Administrator**

The Program Coordinator will be the liaison who contacts the Office of Purchasing and Travel for changes to cardholder information, etc., and this individual will be responsible for the confidentiality of cardholder account information.

- **Complete Agency Billing Account Setup Form**

This form is for the first-time agency use of the procurement card program. For billing purposes, it should be completed with the agency's information.

- **Complete the Program Coordinator Setup/Maintenance Form**

This form allows the Program Coordinator to contact the Client Account Manager and gather other information. This form can also be completed to replace an existing PC (Program Coordinator) due to resignation, change in employment, etc.

- **Complete Purchase Card Setup Form**

The commercial purchase card setup form requests a new purchase card(s) for an individual(s) using the procurement card.

- **Complete Cardholder Agreement Form**

The cardholder agreement form is to be completed by the cardholder. The cardholder shall sign the attached statement stating that he/she has read and understood the minimum requirements and any additional policies or procedures. A copy of this form should be kept on file with the PC (Program Coordinator), and the original should be sent to the Office of Purchasing and Travel.

- **Complete the MS Governing Authority Authorized Users Form**

This form should be completed by governing authority agencies, which are political subdivisions such as counties, cities, schools, port authorities, etc., along with the other forms listed above.

- **Blocked Merchant Category Code (MCC) Codes**

For cards that are blocked while at the point of sale, contact the Office of Purchasing and Travel.

II. Obtaining Your Procurement Card

Full-time employees are eligible for a Procurement Card based on authorization from their respective Agency Heads.

To obtain a Procurement Card, an employee must complete the Purchase Card Setup and Cardholder Agreement Forms on the Office of Purchasing and Travel website. The application must be filled out completely and signed by the Cardholder and the Program Coordinator.

Upon completion, the Program Coordinator will forward the application to the Office of Purchasing and Travel.

For first-time cardholders, a mandatory training session with your program coordinator is required to activate your card.

Procurement Cards will automatically renew upon expiration unless the Office of Purchasing and Travel are advised otherwise by the agency.

A. Cardholder Responsibilities

The following are the minimum requirements:

- The cardholder should only use the procurement card for proper purchases, as this manual outlines.
- The cardholder should safeguard the procurement card and account number.
- Individual procurement cards may only be used by the named cardholder. Only agency cards may be used by more than one person.
- The cardholder should not loan a procurement card to anyone.
- The cardholder should keep the procurement card in an accessible, secure location.
- The cardholder should not release the account number of the procurement card.
- The cardholder shall read and sign the cardholder agreement stating that he/she has read and understands the minimum requirements and any additional policies or procedures.
- The cardholder should obtain an itemized receipt/invoice for each purchase. (If receipt/invoice cannot be obtained, complete a Procurement Card Missing Document Affidavit Form.)

B. Minimum Requirements

The following are the minimum requirements for use of the Procurement Card Program. Individual agencies may decide to implement stricter or additional requirements. Agencies should develop written policies and procedures to present to cardholders before receipt of the procurement card.

The Cardholder(s) shall:

1. Assure that the item(s) purchased are required for official government purposes.
2. Assure that the prices paid are fair and reasonable.
3. Notify the merchant that the purchase is made in the name of a government entity exempting state and local taxes.
4. Ensure that the cardholder reviews and confirms a list of the items purchased (either in a detailed sales receipt or an order description).
5. Ensure all items are received (no backorders allowed).
6. Assure state contract items are purchased only from the state contract vendor at or below the state contract price.
7. Assure that purchases are within the limits set by the individual agency and available budget authority.
8. Any form of travel-related expenses is not allowed.
9. Cash advances are not allowed.
10. Upon receipt of the monthly statement, the cardholder shall review all charges to assure accuracy, complete applicable dispute documents, if needed, reconcile the statement with copies of receipts and order logs, and approve and sign the statement.
11. Forward the statement, copies of receipts, logs, and disputed documents to the appropriate official within the agency according to agency policy. This should be done within one day after receipt of the statement.
12. Each cardholder will be required to report lost or stolen cards as soon as the loss or theft is discovered.

III. Credit Limits

The Program Coordinator may request an initial monthly credit limit of \$5,000, \$10,000, \$20,000, or \$30,000, based on the Agency's monthly spending needs.

Please contact the Office of Purchasing and Travel for an initial spending limit different from the suggested amounts.

The daily credit limit will be equal to the monthly credit limit. The Office of Purchasing and Travel must approve requests for a different monthly and daily credit limit.

The Program Coordinator or their designee may increase or decrease card limits. For credit limit increases or decreases, the agency Program Coordinator must submit a request in writing by email to the Office of Purchasing and Travel Program Administrator. The Program Administrator will respond to the request and make the necessary changes.

There is a single transaction limit of \$5,000 on all States of Mississippi Procurement Cards.

IV. Food Charges on the Procurement Card

Food purchases for business meetings may be purchased on the Procurement Card. The Procurement Card Program has been expanded to allow food purchases for business meetings provided the following requirements are met:

- The purchase of food must serve a legitimate business purpose.
- More than one person must be present to purchase food.
- No alcohol may be purchased.
- Any gratuity over 20% requires a written justification.

Food may be purchased in restaurants, grocery stores, or any location where food is sold. The food may be purchased for pick-up, delivery, or dine-in. General ledger code 62040000 should be used for agencies using MAGIC.

ALL food purchases on the Procurement Card require an "Office of Purchasing and Travel Food Purchase Form" to be completed. If food is purchased for a business meeting or an event, the MEETING/EVENT box should be checked, and the remainder of the form should be completed. If the food is purchased for a meeting, attach the meeting's agenda and list of attendees to the back of the form. If the food is purchased for the agency rather than a business meeting or an event (i.e., bulk food), check the BULK FOOD PURCHASE box and complete only the "Purpose" section of the form.

This form is located on the Office of Purchasing and Travel website. It and the required attachments should be attached to the MAGIC invoice.

General ledger code 62900000 (Procurement Card/Commodity Purchases) should be used for bulk food purchases. Food may not be purchased by an individual while traveling. These charges must go through the respective Travel Departments.

Food may be purchased through a caterer if the caterer is incorporated, LLC-C corporation, or LLC-S corporation. The Office of Purchasing and Travel Procurement Card is not a 1099 reportable, so only certain types of businesses are eligible for catering. The Agency is responsible for determining if a company is incorporated, LLC-C corporation, or LLC-S corporation.

V. Hotel Charges on the Procurement Card

The State of Mississippi Procurement Card may be used to pay hotel charges for visitors to the State. This may include guests, speakers, visitors, and potential job applicants. This charge is only allowable when the guest is visiting the State.

The Procurement Card may **not** be used to pay hotel charges for State of Mississippi employees. State employees must make arrangements to pay their hotel charges through the respective Travel Department. Do **not give** the Procurement Card number to a hotel to reserve a room for a State of Mississippi employee. Our experience has been that the hotel often charges the room to the card. If this happens, the cardholder must reimburse the Procurement Card Account.

A Hotel Charges Form for **visitors** must be completed with two signatures and attached to the receipt for each hotel charge. The hotel charges form is on the Office of Purchasing and Travel website.

VI. Contractual Services

The Procurement Card may be used to pay Contractual Services with one requirement. A business must be incorporated, an LLC-C corporation or an LLC-S corporation, to use the Procurement Card when paying for Contractual Services. The Procurement Card is not set up to be 1099 reportable to an individual, partnership, or LLC partnership.

The cardholder is responsible for determining the business structure when paying for a service. If the receipt does not specify the business structure, please attach a document identifying it.

Please do not give your card number to a business for a recurring monthly charge. You may use your card to pay for these services if you are invoiced and have control over the payment process. We do not want anyone to be able to charge our card monthly without prior knowledge.

VII. State Contract Items

The Procurement Card may be used to purchase State Contract Items. Equipment listed for purchases on state contracts is not allowed.

VIII. Equipment Purchases

Those agencies **using** MAGIC are **prohibited** from making Equipment Purchases with the Procurement Card.

Those agencies **not using MAGIC can set up guidelines for equipment purchases.** The State recommends setting up a separate card for these purchases that indicates **equipment** somewhere on the card – such as the second line embossing. You should also develop guidelines/procedures to add to the state inventory. A copy of these procedures should be sent to the Office of Purchasing and Travel.

Governing authorities should follow the requirements above and seek board approval with a copy sent to the Office of Purchasing and Travel.

IX. Sign-In/Sign-Out Instructions

A Sign-In/Sign-Out form is used when your agency has a department card checked out periodically by several users. Each agency with this card type should develop procedures for handling such cards.

X. Declined Transactions

If your transaction is declined, please access your card or online statement to explain the denial. The most common reasons for the card to be declined include:

- Monthly spending limit exceeded
- Incorrect expiration date
- Incorrect card number
- Restricted vendor
- Single transaction limit exceeded
- Incorrect MCC code
- Blocked MCC code

If you cannot determine the reason the card was declined, contact the Program Coordinator. They will contact the program administrator in the Office of Purchasing and Travel.

XI. Prohibited Purchases

The following purchases are prohibited with the Procurement Card:

- Travel related expenses
- Contractual Services to an Individual, Sole Proprietor, Partnership or LLC-Partnership
- Cash Advances
- Radioactive, Explosive, or other Hazardous material
- Items for personal use
- Alcoholic beverages
- Gifts
- Items on back order
- State Taxes
- Entertainment
- Equipment purchases made by agencies using MAGIC

All agencies and universities must maintain a complete and current inventory list of each property item that costs \$1000 or more unless the items purchased fall within the groups listed below. These items will be required as equipment, regardless of their purchase value.

- Weapons
- Two-way radio equipment
- Lawn Maintenance Equipment
- Cellular telephones
- Chain Saws
- Air compressors
- Welding machines
- Generators
- Motorized vehicles
- Camera and Camera Equipment (greater than \$250)
- Televisions (greater than \$250)
- Computer and Computer equipment (greater than \$250)

XII. Exceptions

This User's Guide provides a thorough set of guidelines for properly using the State of Mississippi Procurement Card. However, it is understood that there might be cases when the use of the Procurement Card may be expanded outside of standard policy.

All requests for exceptions to the Policies and Procedures outlined in this guide must be submitted in writing to the Office of Purchasing and Travel. Please send the requests to the Procurement Card Administrator. In an emergency, a request may be made over the telephone.

The Office of Purchasing and Travel will then review the request and notify the

requestor of its approval or denial. Please keep copies of all documents related to the request for audit review.

XIII. Lost or Stolen Cards

Each cardholder will be required to report lost or stolen cards as soon as they are discovered. The cardholder should contact the bank immediately and then their program coordinator. The contractor will mail replacement cards after receiving the report of a lost or stolen card. A statement indicating the individual cardholder's name, agency, and date of the lost or stolen card must be sent to the Office of Purchasing and Travel.

XIV. Taxes

Per Section 27-65-105(a) of the Mississippi Code of 1972, Annotated, state agencies are exempt from state sales tax. This section provides that sales of tangible personal property or services made to the United States Government, the State of Mississippi, and its departments, institutions, counties, and municipalities or departments or school districts of said counties and municipalities are exempt from sales taxes. As a prerequisite to exemption, the sale of property or charge for services must be sold directly to, billed directly to, and paid for directly by the exempt entity. Invoices and receipts should be reviewed to ensure the vendor did not charge sales tax.

This exemption does not apply to sales of tangible personal property or services to contractors purchased in the performance of contracts with the exempt entity, nor the employees of the exempt entity, although the contractor or employee may be reimbursed for the expense by the exempt entity. The exemption also does not apply to Production Taxes nor Contractors Taxes levied by Sections 27-65-15 and 27-65-21, Mississippi Code of 1972.

XV. Surcharges

Per Section 31-7-9(d) of the Mississippi Code of 1972, Annotated, it is stated that when a sale of goods or services, the seller shall not impose a surcharge on a buyer who uses a state-issued credit card, procurement card, travel card, or fuel card.

XVI. Billing

The managing account statement and access to individual cardholder statements will be available electronically for the Program Coordinator in the bank's online portal. Printed statements can be provided upon request for an additional fee. At the end of each cycle, the approving official will review individual cardholder statements for verification. The approving official will then forward approved statements to the agency's accounting office for payment. No purchase order is required for these transactions. All records, including copies of the master statement, original individual statements, logs, and other program-related documents, must be maintained by the agency and made available upon request

for audit purposes.

A. Interest

If payment for undisputed amounts is not mailed or otherwise delivered within Forty-five days after receipt of the statement, the public body shall be liable to the contractor in addition to the amount of the undisputed amounts shown on the invoice for interest at a rate of one and one-half percent (1-1/2%) per month or portion thereof until the payment is mailed or otherwise delivered to the contractor.

B. Balances on Accounts

Per Section 10.112.01, Mississippi Procurement Manual, credit card balances shall be paid upon receipt of the monthly statement once statements have been reconciled for accuracy. Balances on credit cards shall not be carried over to the next month except on disputed claims and only for the disputed amounts.

XVII. Procedures for Processing Statements for MAGIC Users:

The general ledger codes in the MAGIC General Ledger Crosswalk <http://www.dfa.ms.gov/media/1780/magic-order-coa-crosswalk.pdf> should be used when processing purchases. Use the following general ledger codes when the MAGIC General Ledger Crosswalk requires a purchase order:

Procurement Card/Contractual Purchases	61900000
Procurement Card/Commodity Purchases	62900000
Food for Business Meetings	62040000

The procurement card statement with proper documentation should be attached to the MAGIC invoice and submitted through workflow to the Office of Fiscal Management within ten working days of receiving the statement.

The Program Coordinator should audit statements and invoices to ensure prohibited purchases are not submitted to the Office of Fiscal Management. Some examples are listed below:

- Split orders – splitting invoices to circumvent the purchasing laws
- State tax
- Backorders
- Travel related expenses
- Entertainment
- Equipment
- Proper documentation – all purchases require the control account statement; food for business meetings requires food form, itemized invoice, original list of attendees' signatures for business meetings, agenda (must include date and time on the agenda); and other requirements not mentioned in this section required by Procurement Card Guidelines or by the office of Fiscal Management.

Any questions relating to MAGIC invoice processing/supporting documentation should be directed to the Office of Fiscal Management.

XVIII. Audit Policies and Procedures

All State of Mississippi Procurement Cards will be audited. These audits will occur by your Purchasing Card Coordinator and randomly by the Office of Purchasing and Travel, Office of Fiscal Management, or Office of State Auditor. When it is time for your scheduled audit, you will receive the following email from the Office of Purchasing and Travel:

The MS Department of Finance & Administration's Office of Purchasing & Travel (OPT) is responsible for auditing the records of state agencies that participate in the Small Purchase Procurement Card Program (SPPC). This audit reviews and assesses compliance with state procurement laws and SPPC policies and procedures. This letter informs you that OPT will audit your SPPC card purchases beginning April 6, 2015. The audit review will be for the billing period _____ through _____.

Transactions may be audited to verify, but not limited to, the following:

- All single purchase transactions
- The Procurement Card is being used for appropriate purchases
- Itemized receipts/invoices and Procurement Card Missing Document
The affidavit form is attached to the monthly statement(s).
- No sales tax is being charged
- Documentation is complete (itemized receipts and statements are accounted for)
- Splitting Orders (Orders should not be split to circumvent spending restrictions)
- Any cardholder reconciling statements must have a supervisor verify the process for accuracy and accountability.

The Procurement Card Audit Checklist is a tool an agency can use for self-audits to ensure the procurement card is used for appropriate purchases. The checklist will aid and prepare an agency for when the Mississippi Office of the State Auditor performs an audit.

This checklist is an example and can be modified to meet agency guidelines.

Ensuring that the audit goes smoothly;

- a. Itemized receipts are behind or attached to the bank statements in the order they appear on the statement (small receipts should be taped individually to an 8x11 sheet of paper).
- b. No State of Mississippi sales tax is charged on any receipts. If tax is charged, get a credit for the charge.
- c. Any food purchase requires proper documentation in Section IV. Food Charges.
- d. Make sure the reconciler and the reviewer initial the statements.

The Office of Purchasing and Travel and Office of Fiscal Management will either perform the audit on-site or collect the information and perform the audit at the Office of Purchasing and Travel offices.

Please make copies of the records at the end of each month. This will help ensure things run much more efficiently when it is time for an audit. In the event of an audit, please only provide the Office of Purchasing and Travel with monthly MAGIC invoices, bank statements, receipts, and a Food Form, Hotel Form, and State Contract approval if necessary. Please do not include any other paperwork. Please do not include any packing slips, interdepartmental emails, or any information concerning the product printed online.

The Office of Purchasing and Travel will audit transactions and issue a preliminary audit report, usually within a week. The Office of Purchasing and Travel will give an agency two weeks to resolve any non-compliance, and copies of the corrections must be sent to the Office of Purchasing and Travel. The Office of Purchasing and Travel will then send a final audit report, of which a copy will be provided to the agency's agency head.

Depending on the audit results, several possible actions are available. If the Office of Purchasing and Travel feels necessary, this office will conduct training to bring the cardholder in for further training. If the violations warrant closing the card, this action will be taken. In the case of fraud, the Office of Purchasing and Travel will forward the information to the Office of the State Auditor.

Internal audits emphasize dual signatures on the statement, card storage in a secure location, and a sign-in/sign-out sheet for cards used by multiple people.

Definition: A split purchase is a purchase where a cardholder intentionally divides what should be a single purchase into two or more separate purchases on one or more occasions to avoid exceeding their single-purchase limit.

Split purchases should not be made. The cardholder should be aware when a purchase will exceed the single-purchase limit. (Basically, before a purchase is made from a vendor and you know that the purchase will exceed your single-purchase limit, do not use the procurement card to pay for that purchase.) Purchases over \$5,000 must be on a purchase order and require two written quotes.

XIX. Questions or Assistance

Please contact the Office of Purchasing and Travel with any questions, problems, inquiries, etc., regarding your Procurement Card. You may contact the Procurement Card Administrator by either phone or email. See Appendix A for staff information.

Contact the Office of Purchasing and Travel for blocked cards at the point of sale.

XX. Emergency Use

Procurement Cards may be used during emergency conditions as outlined in Section 3.110 of the Procurement Manual when the Governor or the President has declared a state of emergency or as defined by state statute.

The Program Coordinator must submit a request in writing via email to the Program Administrator in OPT to open the card. The request must consist of a copy of the declaration/proclamation declaring the emergency, the reason for the emergency purchase, the agency name, the cardholder's complete name, the last four digits of the account, and the length of time the card will need to be opened. Suppose there is a need for the card to be opened for a period longer than initially requested. In that case, the Program Coordinator must submit a request in writing to the Program Administrator. The request may be submitted via email indicating the length of time the card will need to be opened.

The Procurement Card, per Section 3.110.03 of the Procurement Manual, shall be used to purchase **only** items limited to supplies, services, or construction items necessary to meet the emergency.

In addition to the above requirements, OPT requests that the Program Coordinator submit copies of the statement and receipts to the Program Administrator for review before invoice payment. Since OPT is responsible for the program's administration, this request is being made to ensure from a management perspective that the items purchased are in line with the Procurement Card Program Guidelines.

XXI. Miscellaneous

The Procurement Card may be used for the following:

- Conference Registrations.
- Memberships
- Software, provided you are not signing a Licensing Agreement
- Auto Rentals regardless of the provider (not while in Travel Status)
- Freight/Shipping Charges
- Postage/Post Office Box Rental
- Subscriptions/Publications
- Reprints
- Advertising
- Space Rental at Conferences/Conventions

For exceptions not listed above, contact the Office of Purchasing and Travel. The Office of Purchasing and Travel, in conjunction with the Office of Fiscal Management, will determine if the exception will be considered and include it in the list above.

Appendix A

Mississippi Department of Finance and Administration
Office of Purchasing, Travel, and Fleet Management
Woolfolk Building, Suite 701-A
501 North West Street
Jackson, MS 39201
601-359-3409 (phone) 601-359-3910 (fax)

Email: purchasingandtravel@dfa.ms.gov

Appendix B

PROCUREMENT CARD FORMS

- Agency Billing Account Setup Form
- Audit Checklist Form
- Cardholder Agreement
- Food Purchase Form
- Hotel Charges Form
- Missing Document Affidavit Form
- Program Coordinator Setup/Maintenance Form
- Purchase Card Setup Form
- Purchase Card Account Closure Form
- Sign In/Out Sheet
- Visa Purchasing Card Dispute Form
- Governing Authority Authorized Users Program Request Form and Agreement

All forms are available on the Office of Purchasing, Travel, and Fleet Management website.