

Procurement Card Application Instructions Cardholder Information

Cardholder Name – The individual who will be responsible for all purchases made on the card. This person must be an employee of USM.

Social Security No. – Social security number of the cardholder.

Date of Birth – Date of birth of the cardholder (MM/YYYY).

Employee ID – Employee ID of the cardholder

Email Address – Email address for the cardholder.

Department Information

Department Name -

Department Mailing Address – The United States Postal Service mailing address for the department.

Business Phone No. – Cardholder's phone number.

Department Name – Name of the department for the cardholder

Default Budget String – Main FUND, DEPT, PROGRAM, and/or PROJECT associated with card

Text on Card – This information will be displayed on the card below the Cardholders' name.

Other Information

Spending Limit – This is the total dollar limit for a billing period for a card. The limit set by the university is \$20,000

Single Transaction Limit – The single transaction amount of \$5,000

Application for Procurement Card

Cardholder Information

Cardholder Name _____

Social Security No. _____ Date of Birth _____

Employee ID _____

Email address _____

Department Information

Department Name _____

Department Mailing Address _____

Department Phone No. _____

Email Address _____

Text on Card _____

(26 Characters displayed under cardholder's name, may be department name or project name)

Other Information

Default Budget String: _____

Spending Limit: \$ _____ (not to exceed \$20,000)

Single Transaction Limit: \$ _____ (not to exceed \$5,000)

Signature of applicant

Budget authority signature

*Send the completed Procurement Card Application to:
Procurement Card Administrator
Box 5118*

Internal Use Only

*Date Received
Date Processed
Issue Date
Card Account No.*

The University of Southern Mississippi Small Purchase Procurement Card Program Cardholder Agreement

I hereby agree to comply with the terms and conditions of this Procurement Cardholder Agreement and [Procurement Card Procedures](#).

I hereby agree to use my best effort to minimize exposure from lost, stolen, or otherwise compromised procurement cards. I agree to properly use the procurement card. I understand that my department may be held responsible for unrecoverable charges due to exposure from lost, stolen, or otherwise compromised procurement cards. I understand that the University WILL audit the use of the procurement card. I understand that I CANNOT use the procurement card for personal transactions or for any restricted purchases, even if reimbursed.

Requirements and Responsibilities:

- Must be a current employee of USM.
- Assure that the commodities/services purchased are required for bona fide university purposes.
- Assure that the prices are fair and reasonable.
- Notify the merchant that the purchase is being made in the name of a government entity, which is exempt from state and local taxes. If taxes are charged, obtain credit immediately.
- Obtain itemized receipts from vendors.
- All items are received (no back orders allowed).
- Assure that state contract items are purchased only from the state contract vendor at or below the state contract price.
- Assure that the purchases are within the limits set and available budget authority (single transactions must be less than \$5000 – unless approval for higher amount is granted from Procurement and Contract Services.)
- **Do not split** purchase into several transactions to avoid the \$5000 limit.
- **Do not** use the Procurement Card for travel expenses, i.e. hotels, airline tickets. [Rental cars per the state contract](#) may be paid and conference registration fees may be paid with approved Permission to Travel.
- No purchases are to be made from hotel, motel, or restaurants for travel related expenses.
- Purchases of food are only allowed if for business (no receptions or parties). Prior email approval and [Food Purchase Form](#) required for all such purchases. Please refer to the [University Catering and University Snack Policy](#) as guidance on acceptable food purchases.
- No cash advances.
- Do not purchase equipment or inventory items (see [Special Inventory List](#) or contact Property Accounting for guidance) – **unless** prior approval is obtained.
- Do not purchase radioactive materials.

I hereby understand that improper use of the procurement card may result in disciplinary and legal actions, including but not limited to restitution, forwarding information to the appropriate authorities for criminal prosecution, and possible termination of employment.

I hereby understand that the University may terminate my right to use this procurement card at any time and for any reason or no reason whatsoever. I hereby agree to return the procurement card to the University's Procurement Card Manager or my department supervisor immediately upon request from the University, when changing department, or upon termination of employment.

Department Applicant Signature

Date

Department Applicant Printed Name

Department Head/Administrator Signature

Date

Department Head/Admin Printed Name

The following items may **NOT** be purchased with the procurement card:

A. Equipment with a cost of \$1000 or More

B. EXCEPTIONS to the \$1000 rule (Can NOT be purchased on p-card):

1. WEAPONS
2. CAMERAS and CAMERA EQUIPMENT WITH A COST OF **\$250 or More**
3. TWO WAY RADIO EQUIPMENT
4. TELEVISIONS WITH A COST OF **\$250 or More**
5. LAWN MAINTENANCE EQUIPMENT
6. CELLULAR TELEPHONES
7. MAJOR COMPUTER COMPONENTS:
 - o PRINTERS AND MULTI-PURPOSE MACHINES WITH A COST OF **\$250 or More**
 - o HARD DRIVES **\$250 or More**
 - o CPU's
8. CHAIN SAWS
9. AIR COMPRESSORS
10. WELDING MACHINES
11. GENERATORS
12. MOTORIZED VEHICLES

C. Former Exception Items Now Only Subject to the \$1000 Rule (if less than \$1000 you may use p-card):

1. RECORDERS
2. IPODS
3. MP3 PLAYERS
4. TYPEWRITERS
5. APPLIANCES (AIR CONDITIONERS, REFRIGERATORS, MICROWAVES, ETC...)
6. VCR'S
7. STERLING SILVER
8. SCANNERS
9. DICTATING EQUIPMENT
10. ANTIQUES
11. MODEMS

The preceding list is general and subject to change. If you have any questions about whether an item would be considered a special inventory item, please contact [Camille Anderson](#) in Property Accounting or [Cathy Gemmill](#) in Purchasing.