



State of Mississippi

Office of Purchasing and Travel



State Procurement Card Guidelines

TABLE OF CONTENTS

	Page
I. Purpose of the Procurement Card	1
II. Obtaining Your Procurement Card	5
III. Credit Limits	6
IV. Food Charges on the Procurement Card	7
V. Hotel Charges on the Procurement Card	8
VI. Contractual Services	8
VII. State Contract Items	8
VIII. Equipment Procurement Card (Non-SAAS Users)	9
IX. Sign-In/Sign-Out Information	9
X. Declined Transactions	9
XI. Prohibited Purchases	10
XII. Exceptions	10
XIII. Lost or Stolen Cards	11
XIV. Taxes	11
XV. Billing	11
XVI. Procedures for Processing Statements for SAAS Users	12
XVII. Audit Policies and Procedures	13
XVIII. Questions or Assistance	14
XIX. Emergency Use	15
XX. Miscellaneous	15
Appendix A – OPT Staff Information	17
Appendix B – Commercial Card Center	18

I. Purpose of the Procurement Card

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

The Procurement Card replaces the traditional purchasing method of requisitions, purchase orders, invoicing, and check disbursement. The efficiencies and flexibility of the Procurement Card 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 provide a direct benefit to an agency.

The Procurement Card is especially efficient for the payment of small dollar, high volume, recurring purchases. The card gives the cardholder the ability to deal directly with the vendor in order to expedite delivery of goods and services. The card also provides a method of payment with widespread acceptance by merchants. The card 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 remain in compliance with the Office of Purchasing and Travel, (OPT) policies, as well as, State Purchasing Law. 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 who will be responsible for review, verification and approval of the cardholder statements. The program coordinator will identify cardholders authorized to purchase on behalf of the State of Mississippi and will establish written internal procedures consistent with the State of Mississippi Procurement Card Guidelines. It is suggested that to assure compliance with state purchasing laws, the program coordinator officer and/or the approving official be employees of the purchasing department. 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 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 is responsible for distribution of 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 no receipt/invoice, the program coordinator should have cardholder complete Procurement Card Missing Document Affidavit Form.
- The program coordinator should ensure that card users are trained on proper policy 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, as well as, state purchasing laws.
- The contractor will send all cards (procurement card(s)) to the program coordinator that will be responsible for distribution at the agency level.

B. The Agency Program Coordinator shall:

1. Review statements and applicable documents to assure 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 to the agency accounting office to ensure that it will arrive at the Bureau of Financial Control within ten (10) days of when statement was received.
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 requisition for a single warrant to be paid. The requisition will indicate a request for payment for procurement card purchases and will use object codes listed in the MAAP Manual. For those object codes requiring a purchase order, use the following object codes: "Procurement Card/Contractual," 61800, "Procurement Card/Commodity," 62800 and/or "Procurement Card/Food for Business Meetings," 62475.

It is required that the agency maintain a file with the statements and 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 it is understood he/she will be personally liable for any purchase that is made which is not in compliance with these procedures; and in addition to being responsible for any such charges, the cardholder may lose privilege of using the procurement card.

The agency program coordinator shall sign a statement verifying that he/she has read these minimum requirements and that it is understood he/she may be held jointly liable for any purchase that is approved by the program coordinator that is 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 are issued procurement cards for office use should have the program coordinator keep the procurement card(s) in a secure location, such as, a locked file cabinet or office safe, etc. 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/or holidays. The cardholder should keep the procurement card separate from personal credit cards. Agencies should have the program coordinator double check receipts/invoices against monthly statements.

Agencies should establish controls and limitations for the use of the procurement card. Agencies should make sure that policies and procedures are established, set projected expenditures, and pre-set limitations for each procurement card that is 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 any liability or financial responsibility for charges that have not been authorized pursuant to current card association 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**

Executives of participating agencies should create stricter policies, procedures and guidelines for 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 that contacts the Office of Purchasing and Travel for changes to cardholder's information, etc. and this individual will be responsible for confidentiality of cardholder account information.

- **Complete Agency Billing Account Setup Form**

This form is for first time agency use of the procurement card program and this form should be completed with the agency information for billing purposes.

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

This form allows the Program Coordinator to contact the designated Client Account Manager, as well as, gather other needed 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 is used for requesting a new purchase card(s) for individual(s) that will be using the procurement card.

- **Complete Cardholder Agreement Form**

The cardholder agreement form is to be completed by the cardholder. The cardholder shall sign the statement attached stating that he/she has read and understands 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 sent to the Office of Purchasing and Travel.

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

This form should be completed by governing authority agencies **only** along with the other forms listed above.

- **Blocked MCC Codes**

For cards that are blocked while at point of sale, contact the Office of Purchasing and Travel or dial 1-888-494-5141.

II. Obtaining Your Procurement Card

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

In order to obtain a Procurement Card an employee must complete the Cardholder Application/Agreement found on the Office of Purchasing and Travel website. The application must be filled out completely and signed by the Cardholder, as well as, 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 for activation of your card.

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

A. Cardholder Responsibilities

The following are the minimum requirements:

- The cardholder should only use the procurement card for proper purchases as outlined in this manual.
- 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 procurement card to anyone.
- The cardholder should ensure that the procurement card is kept in an accessible secure location.
- The cardholder should not post 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 prior to 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 being made in the name of a government entity which is exempt from state and local taxes.
4. Assure that a list of the items purchased (either in the form of a detailed sales receipt or an order description) is reviewed and confirmed by the cardholder.
5. Assure that all items are received (no back orders allowed).
6. Assure that 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, 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.

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

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

The Program Coordinator or his/her designee may increase or decrease card limits. For credit limit increases or decreases, the agency Program Coordinator must submit 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.

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 for the purchase of 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 that food is sold. The food may be purchased for pick-up, delivery or dine-in. Account Code 62475 should be used for agencies using Statewide Automated Accounting System (SAAS).

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 completed. If the food is purchased for a meeting, attach the meeting's agenda to the back of the form. If the food is purchased for the agency rather than for 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.

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 as long as the caterer is incorporated, LLC-C corporation, or a LLC-S corporation. The Office of Purchasing and Travel Procurement Card is not 1099 reportable, thus only certain types of businesses are eligible for catering. It is the Agency's responsibility to determine if a business is incorporated, LLC-C corporation, or a LLC-S corporation.

V. Hotel Charges on the Procurement Card

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

The Procurement Card may **not** be used to pay for hotel charges of the 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. It has been our experience that many times the hotel will go ahead and charge the room to the card. If this happens, the Procurement Card Account must be reimbursed by the cardholder.

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 located on the Office of Purchasing and Travel website.

VI. Contractual Services

The Procurement Card may be used for the payment of Contractual Services with one requirement. A business must be incorporated, LLC-C corporation, or a LLC-S corporation for use of 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.

It will be the responsibility of the cardholder to determine the business structure when paying for a service. If the business structure is not specified on the receipt, please attach a document to the receipt identifying the business structure.

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

VII. State Contract Items

The Procurement Card may be used for the purchase of State Contract Items. Equipment that is listed for purchases on state contract is **not** allowed.

VIII. Equipment Procurement Card (Non-SAAS Users)

Those agencies not using SAAS can set up their own guidelines for Equipment Purchases. The State recommends setting up a separate card for these purchases that indicates equipment somewhere on the card. You should also develop guidelines/procedures to add to 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 must seek board approval with a copy sent to the Office of Purchasing and Travel.

If equipment is inadvertently purchased on the procurement card by a SAAS agency, the Program Coordinator must complete the Equipment Form, obtain the cardholder's signature and submit to the Office of Purchasing and Travel. A copy of this form must be attached to the payment voucher and the correct equipment capital outlay object code should be used on the payment voucher. The cardholder should be informed that equipment purchases will not be allowed in the future. The Office of Purchasing and Travel will monitor these purchases and reserves the right to terminate the user's card.

IX. Sign-In/Sign-Out Instructions

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

X. Declined Transactions

In the event that your transaction is declined, please access your card statement or on-line statement for an explanation of 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 are unable to determine the cause of the card being declined, contact the Program Coordinator and if they are unable to correct the issue, they will contact the Program Administrator in the Office of Purchasing and Travel. For cards that are blocked while at point of sale, the Program Coordinator must contact the Program Administrator or dial 1-888-494-5141.

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

All agencies and universities are required to maintain a complete and current inventory list of each property item which 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 proper use of the State of Mississippi Procurement Card. It is understood, however, that there might be cases when the use of the Procurement Card may be expanded outside of normal policy.

All requests for exceptions to the Policies and Procedures set forth 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 the event of 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 the approval or denial of the request. Please keep all 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, the loss or theft is discovered. Contact the bank immediately at 1-800-821-5184. The cardholder should contact their program coordinator. The contractor will mail replacement cards within 48 hours after receiving the report of a lost or stolen card. The contractor will be required to send written notification to the cardholder's agency and/or the Office of Purchasing and Travel within 48 hours after receiving the report of a lost or stolen card. A written report indicating the individual cardholder's name, agency and date of loss or 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 State 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/or receipts should be reviewed to ensure that 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. Billing

At the end of each cycle, the contractor will submit a statement to each approving official including statements of individual cardholders and also, shall submit a consolidated report to the agency's accounting office. The approving official will distribute the individual cardholder statements for review and verification. The approving official will forward the approved statements to the accounting office for payment. There is no purchase order required for these transactions. All records, including a copy of the master statement and original individual statements, logs, etc., related to the program must be maintained at the agency and available upon request for audit purposes.

A. Interest

If payment for undisputed amounts is not mailed or otherwise delivered within 45 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 such time as the payment is mailed or otherwise delivered to the contractor.

B. Balances on Accounts

In accordance with Section 10.112.01, Mississippi Procurement Manual, balances on credit cards shall be paid at the 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.

XVI. Procedures for Processing Statements for SAAS Users:

The object codes in the MAAP Manual should be used when processing purchases. Use the following object codes when the MAAP Manual requires a purchase order:

Procurement Card/Contractual Purchases	61800
Procurement Card/Commodity Purchases	62800
Procurement Card/Food for Business Meetings	62475

The procurement card statement with proper documentation should be attached to SAAS payment voucher and forwarded to the Bureau of Financial Control within 10 working days of receiving statement.

The Program Coordinator should be auditing statements and invoices to ensure prohibited purchases are not submitted to Bureau of Financial Control. Some examples are listed below:

- Split orders – splitting invoice to circumvent the purchasing laws
- State tax
- Back orders
- Travel related expenses
- Entertainment
- Equipment
- Proper documentation – food form, itemized invoice, original list of attendees signatures for business meetings, agenda (must include date and time on the agenda), other requirement not mentioned in this section required by Procurement Card Guidelines or by Bureau of Financial Control

Any questions relating to payment voucher processing/supporting documentation should be directed to the Bureau of Financial Control.

XVII. Audit Policies and Procedures

All State of Mississippi Procurement Cards will be audited. These audits will take place by your Purchasing Card Coordinator and randomly by the Office of Purchasing and Travel, Bureau of Financial Control, and 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:

It is time for the Office of Purchasing and Travel or Bureau of Financial Control to conduct a periodic audit of your procurement card purchases. It would like to schedule the audit, which will take about 30 – 45 minutes, on ____ at _____. Please confirm that this date is okay. Auditing period will be from the billing period _____ to _____.

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/or Procurement Card Missing Document Affidavit Form is attached with 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 that reconciles statements must have supervisor verify process for accuracy and accountability.

Mississippi Office of the State Auditor website: <http://www.osa.state.ms.us>

The Procurement Card Audit Checklist is a tool that can be used by an agency for self audits to ensure that the procurement card is being used for appropriate purchases. The checklist will aide and prepare an agency for when there is an audit performed by the Mississippi Office of the State Auditor. The Procurement Card Audit Checklist is located in the Forms Section of these guidelines. **This checklist is an example and can be modified to meet any agency guidelines.**

Ensuring that the audit go smoothly;

- a. Itemized receipts are behind or attached to the bank statements in the order that 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 has proper documentation required in Section IV. Food Charges.
- d. Make sure the statements are initialed by the reconciler, as well as, the reviewer.

The Office of Purchasing and Travel and Bureau of Financial Control will either perform the audit on-site or will pick up the information and perform the audit at the Office of Purchasing and Travel offices.

Please make copies of records at the end of each month. This will help ensure things run much more efficiently when it is time for an audit. Please only provide the Office of Purchasing and Travel with monthly Payment Voucher(s), Bank Statement, and receipts along with 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 and any information concerning the product printed from the internet.

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 areas of non-compliance and copies of the correction must be sent to the Office of Purchasing and Travel. The Office of Purchasing and Travel will then send a final audit report in which a copy will be provided to the agency's Agency Head.

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

Areas of special emphasis to Internal Audit are dual signatures on the statement, the storage of the card 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 are aware 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 requires two written quotes.

XVIII. Questions or Assistance

Please feel free to 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 at ProcurementCard@dfa.ms.gov. See Appendix A for staff information.

For cards that are blocked while at point of sale, contact the Office of Purchasing and Travel or by dialing 1-888-494-5141.

XIX. Emergency Use

Some agencies have elected to obtain procurement cards earmarked for “emergencies” only. However, the regular Procurement Card may be used during emergency conditions as well. The Procurement Card or Emergency Procurement Card may be used to purchase items in emergency conditions as defined in Section 3.110 of the Procurement Manual. An Emergency or Regular Procurement Card should be used **only** when the Governor or the President has declared an emergency or as deemed by state statute.

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

The Procurement Card or Emergency Procurement card in accordance with 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 prior to payment of the invoice submit copies of the statement and receipts to the Program Administrator for review. Since OPT is responsible for the administration of the program, this request is being made to ensure from a management perspective that the items purchased are in line with the Procurement Card Program Guidelines.

XX. 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

Contact the Office of Purchasing and Travel for exceptions that may not be listed above. The Office of Purchasing and Travel in conjunction with the Bureau of Financial Control will determine if the exception will be considered and including it in the list above.

Appendix A

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)
<http://www.dfa.ms.gov/Purchasing/Home.html>

[Procurement Card Services Website](#)

[Procurement Card Services Contract](#)

Procurement Card Staff

Symone Bounds
Procurement Card Administrator
Office of Purchasing and Travel
601-359-9373 (phone)
601-359-3910 (fax)
Symone.Bounds@dfa.ms.gov

Ross Campbell, Director
Marketing and Audit
601-359-2004 (phone)
601-359-3910 (fax)
Ross.Campbell@dfa.ms.gov

Monica Ritchie, Director
Office of Purchasing, Travel and Fleet Management
601-359-2007 (phone)
601-359-3910 (fax)
Monica.Ritchie@dfa.ms.gov

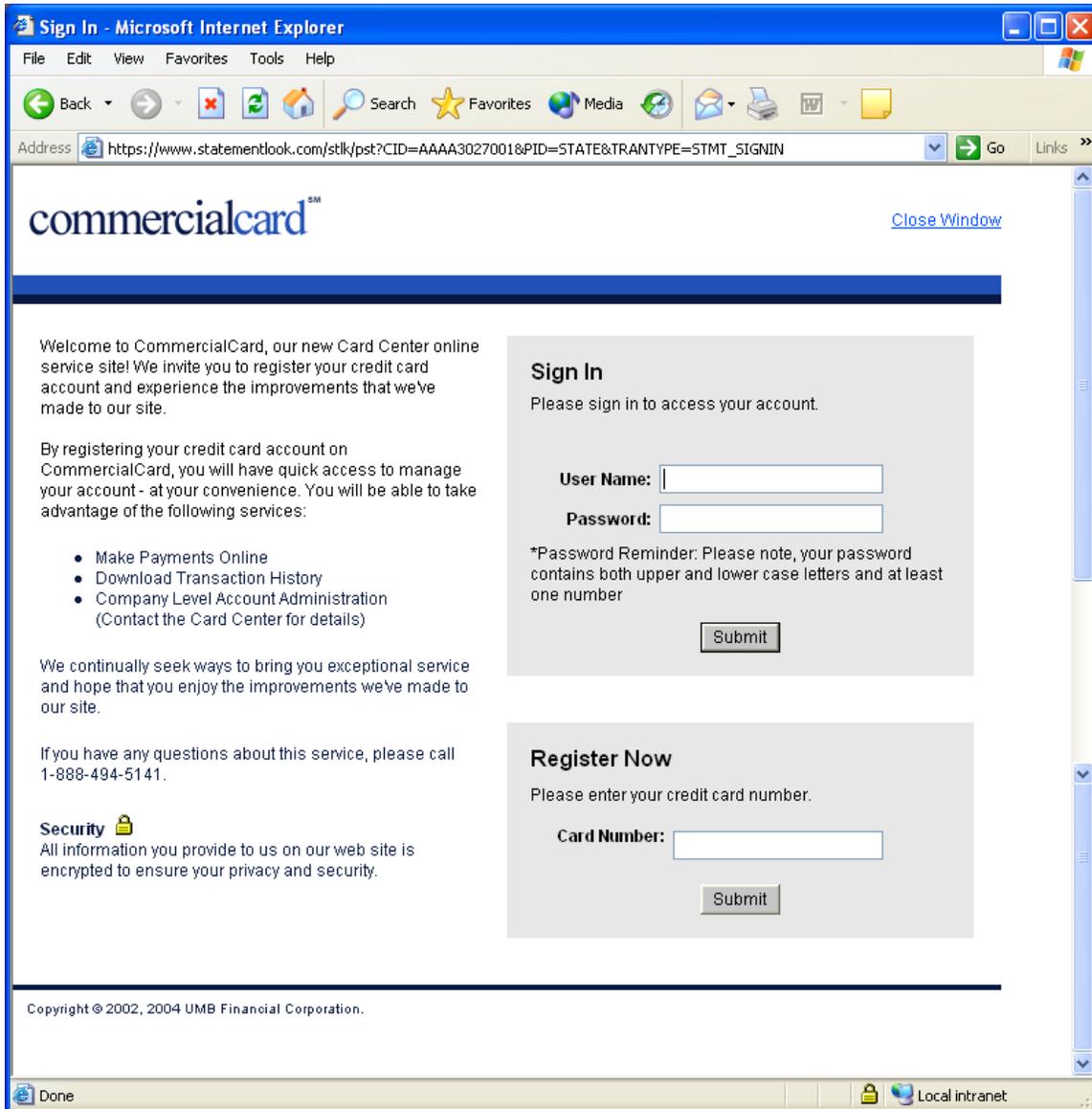
Appendix B

commercialcardSM

www.commercialcardcenter.com

CommercialCard is a web-based tool which provides for real-time electronic transaction and billing information to cardholders and program coordinators, allows access to 4 months of statement cycles, and all unbilled transactions for the current cycle. CommercialCard also provides electronic statements for cardholders with an automated email alert sent to notify the user when the statement is ready to be viewed or printed.

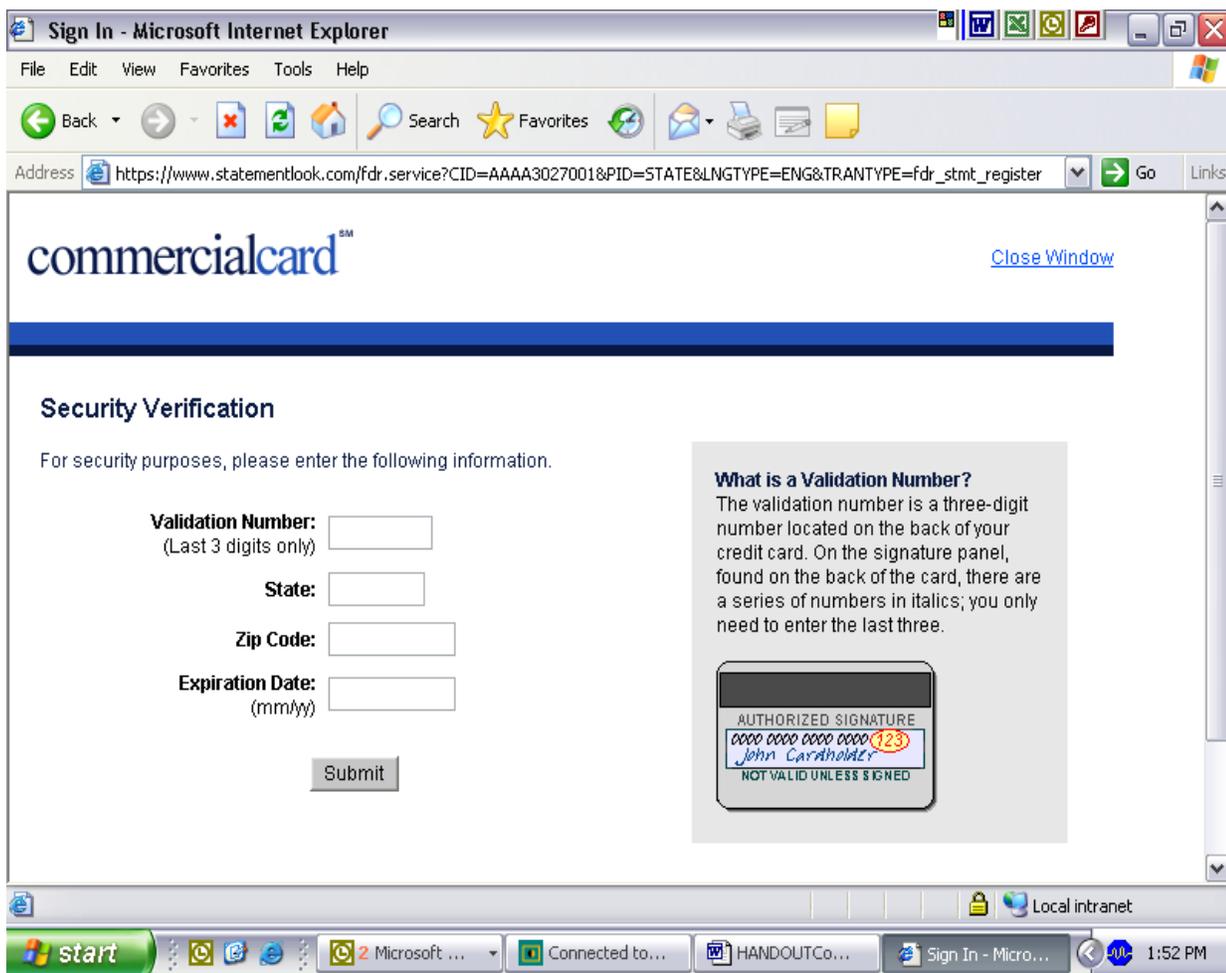
To enroll as a cardholder, simply register the account by entering your card number in the space provided under **Register Now**.



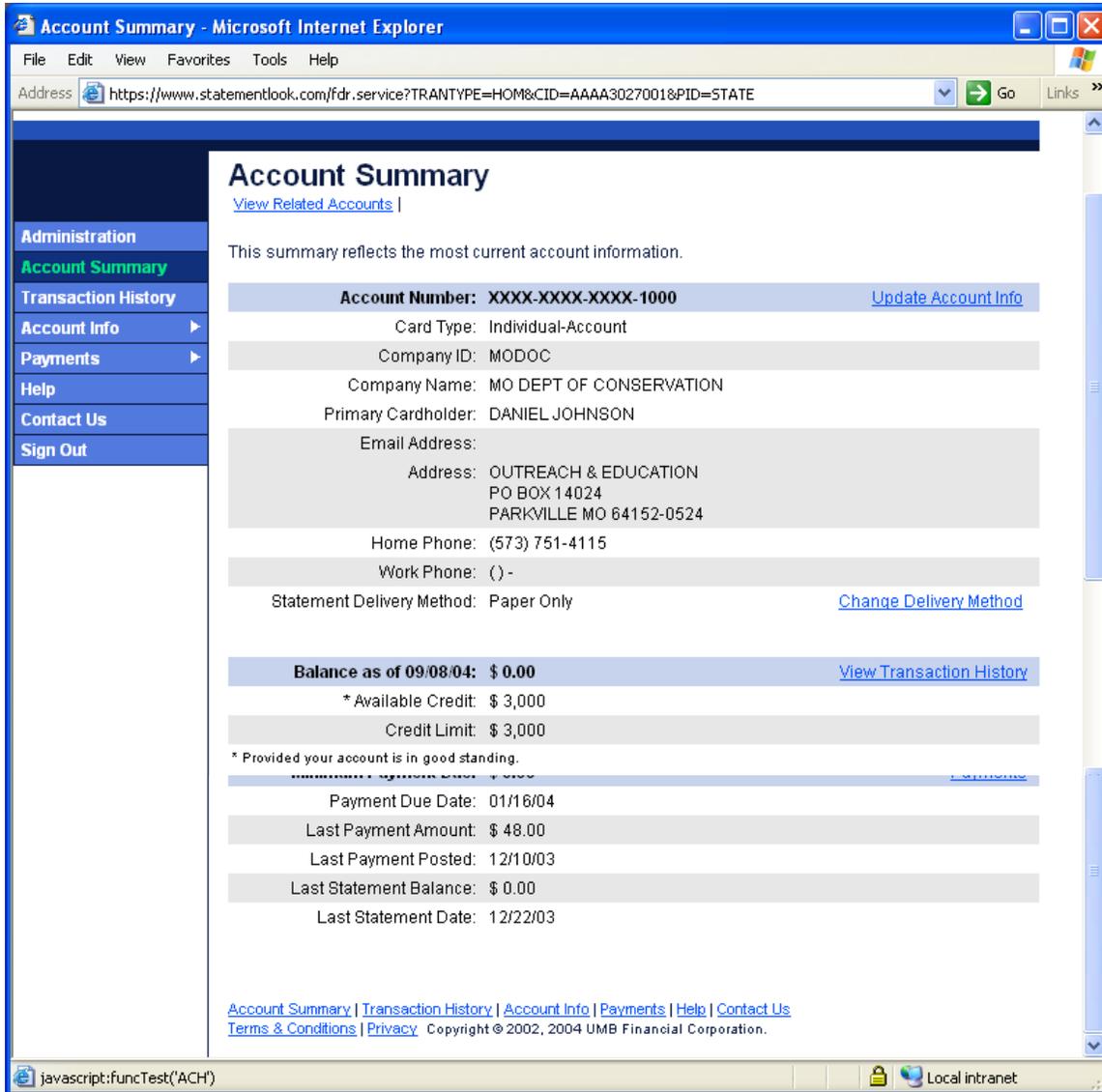
The cardholder will then be prompted to enter four pieces of information for verification purposes. The cardholder must enter the following information:

- Validation Number (CVV code)
- State
- Zip Code (from statement address)
- Card Expiration Date

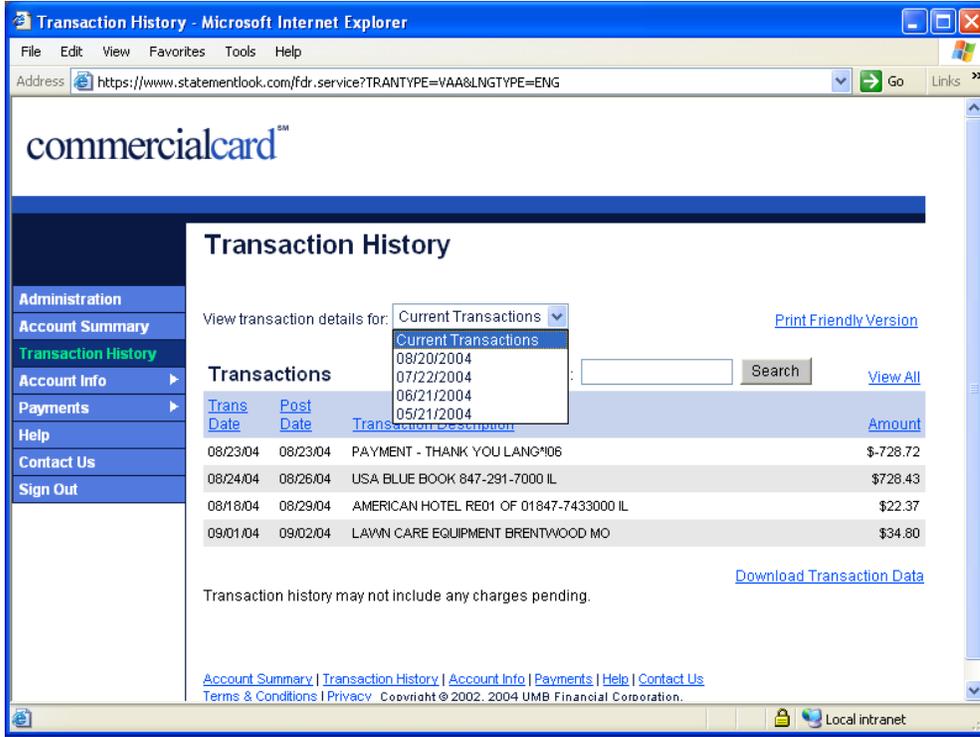
The cardholder will then be prompted to create their own unique username and password in order to complete the enrollment process.



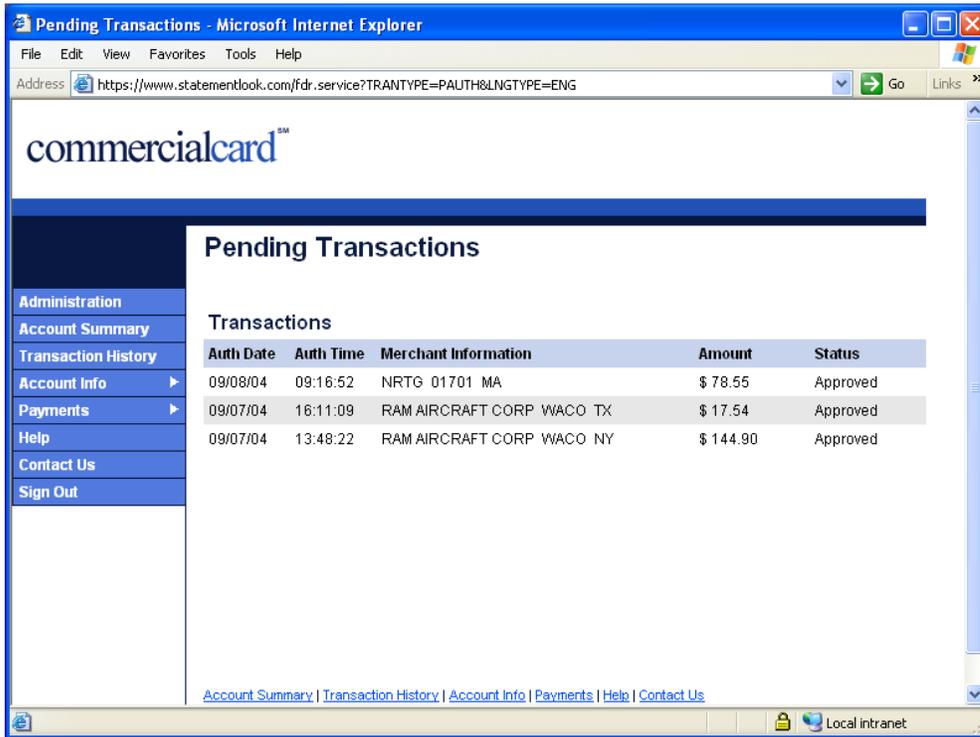
The **Account Summary** page gives a quick overall view of the account. This page will give you such information as statement billing address, current balance, available credit, and e-mail address (for the statement notification).



The **Transaction History** page allows the user to view the last four statement periods as well as current transactions not yet billed.



The **Pending Transactions** page shows real-time charges that have been made but not yet posted. This page will also indicate whether a transaction was approved or declined.



Appendix C

PROCUREMENT CARD FORMS

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

