

PEARL PUBLIC SCHOOL DISTRICT

3375 Highway 80 East P.O. Box 5750 Pearl, Mississippi 39288-5750

To: EEF CardholderDate: August 1, 2023RE: FY2024 EEF Procurement Cards

The FY2024 card amount is **\$672.00**. The deadline for all activity is April 01, 2024. No purchases or returns should take place after this date. We encourage all spending before March 1, 2024. You are responsible for ensuring all charges and credits are posted to the account. Errors that may result in an overage on the card will be your responsibility. **Cards are active when received.**

Reminders:

- Maintain receipts along with lesson plans, if applicable for five years
- Submit the tax exemption letter for sales tax exemption
- Furniture is not allowable
- FY23 EEF card audits will begin in April 2023
- When asked for the last four of social use District Code 6120
- EEF purchases ONLY are allowable through the district's Amazon EEF group
- Instructions on how to establish the online account will be posted to the district website once received

Included in your packet are the following:

- Teacher Agreement Form should be signed and returned
- Copy of Teacher Agreement Form for reference
- The FAQ information sheet
- The Department of Revenue Letter Ruling on tax-exempt purchasing (tax exemption does not apply to most online vendors)

Unauthorized Expenses

The following types of expenses are not allowable and include, but are not limited to:

- Airfare, rental cars, gasoline, lodging, parking, or travel expense
- Alcohol, meals, food (other than for instructional purposes), or beverages
- Movies, music, or other media items that are not related to the instructional plan
- Personal items
- Personal calls, business related calls, internet or fax service
- Prizes, snacks, or reward items (other than for instructional purposes)
- Cleaning supplies
- Furniture (Examples: desk, chairs, couches, bean bags, podiums, lamps, etc.)



Mississippi EEF Procurement Card Program

An eligible teacher or "Cardholder" may receive a procurement card to provide access to the Education Enhancement Funds as authorized by Mississippi Code §37-61-33(3)(iii) that will be utilized to make financial commitments on behalf of the State and school district. As the only authorized cardholder. Cardholder agrees to accept the responsibility for the protection and proper use of the EEF Procurement Card in accordance with the terms and conditions of the Teacher Cardholder Agreement in effect. 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 vour account online at www.commercialcardcenter.com when you receive the card. Enter your 16-digit card number in the "Register Now" field. Use your district code in place of your social security number. Once logged in, enroll in "Electronic Statements" listed under "Account Options".

Statements can be viewed online and are only available for **3 months.** Please view, print or save your statements for your records every month. After 3 months statements are no longer available.

Lost or Stolen cards procedures are as follows:

1. Call district card administrator to notify them and obtain your full 16-digit card number and district code.

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- 2. Call 1-888-494-5141
- 3. Enter full 16-digit card number and report the card lost/stolen.
- 4. New card will then be issued

Additional Important Information:

• The FFF Procurement card and the account number are unique and registered to you. Please sign the card prior to use.

• Never allow any other person to use your card or account number. You are responsible for all charges and transactions.

 Cardholder is 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 for the annual audit.

• 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 DDDDNNNN". 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 materials only. No personal use is allowed.

By signing for and using the EEF procurement card, you agree to abide by the terms of the Teacher Cardholder Agreement and the Mississippi Educator Code of Ethics and

Standards of Conduct.

• You are responsible for knowing your card balance and not allowing purchases for more than the approved card total.

• If you leave employment with the district during the school year due to resignation, retirement, or termination, immediately turn in the card to the district Program Coordinator.

• Back orders are not allowed. (Assure that all commodities are received).

• Verify all charges have been processed by the vendor by viewing the information on your online account.

• You agree to return the card immediately upon request of the Program Coordinator.

• 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.

Do not:

- 1. Request cash advances or accept cash refunds.
- 2. Provide your social security number on card purchases.
- 3. Charge travel related expenses on the EEF procurement card. (Any form of travel related expense is not allowed).

Frequently Asked Questions

1. How do I request a Mississippi 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 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 school to another? When transferring, you must contact the program coordinator for instructions. You may be required to return your existing card. Even if you leave employment with one district and gain employment with another district, you will be 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. <u>Do not destroy the card</u>.

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 EEF Procurement Card FAQ Revised 5/12/2021

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 in the state.

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.client@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.

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

Letter Ruling





Date: Letter ID: August 31, 2020 L0152894272

Reference: Tax Exemption Inquiry Letter Ruling Number: 20-0302

This is in response to your letter dated August 12, 2020, requesting that the Mississippi Department of Revenue provide a ruling regarding whether purchases made under Education Enhancement Fund (EEF) procurement cards program are exempt from Mississippi sales and use tax. Your request has been assigned the letter ruling number listed above. Please use this number in any further correspondence with the DOR concerning this request.

Miss. Code Ann. Section 37-61-33(3)(a)(iii) provides that funds deposited into the Education Enhancement Fund shall be appropriated for classroom supplies, instructional materials and equipment, including computers and computer software, which are to be distributed to all eligible teachers within the state through the use of procurement cards. In addition, local school boards shall require each school to issue procurement cards provided by the Department of Finance and Administration under the provisions of Section 31-7-9(1)(c) for the use of teachers and necessary support personnel in making instructional supply fund expenditures under this section, consistent with the regulations of the Mississippi Department of Finance and Administration pursuant to Miss. Code Ann. Section 31-7-9.

Accordingly, classroom supplies, instructional materials and equipment, including computers and computer software utilized by teachers in the classroom, purchased though the use of the Education Enhancement Fund procurement cards are exempt from sales and use tax pursuant to Miss. Code Ann. Section 27-65-105(a).

This exemption does not apply to purchases of property not mentioned in this letter nor does it apply to Contractors Tax levied by Miss. Code Ann. §27-65-21.

You may use a copy of this letter in order to substantiate the sales tax exemption allowed for purchases of classroom supplies, instructional materials and equipment, including computers and computer software under the Education Enhancement Fund procurement cards program. I trust that this is the information you were requesting. Should you have any additional questions, feel free to contact this office at (601) 923-7015.

Under Miss. Code Ann. Section 27-65-85(a), it shall be unlawful for any person to use an exemption authorized under the Sales Tax laws for the purpose of avoiding the payment of tax the person is required to pay by law. Any person violating this provision shall be guilty of a misdemeanor and, on conviction thereof, shall be fined not more than Five Hundred Dollars (\$500.00), or imprisoned not exceeding six (6) months in the county jail, or punished by both such fine and imprisonment, at the discretion of the court.

This letter ruling is based on the specific facts and circumstances that you communicated to the DOR. This ruling is not binding on the DOR if these facts and circumstances are inaccurate, contain a material omission of a relevant fact or facts to the issue(s) presented or if such facts and circumstances change. This letter ruling is also only valid for seven (7) years from the date of this letter. At the end of this seven (7) year period, you are free to update your information and request

P.O. Box 1033 Jackson, MS 39215 Phone: (601) 923-7700 Fax: (601) 923-7714

Form # mL0004 v. V10

Visit www.dor.ms.gov for tax information and online filing. If you call, please have this letter with you.

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another letter ruling if you wish. This ruling is only applicable to you or to your client if you are requesting this ruling on behalf of another and can only be relied upon by the person for whom the ruling was requested.

If the facts and circumstances presented in your request are accurate, complete and do not change for the seven (7) year period indicated above, the person for whom it was requested can rely upon this ruling unless and until there is a change in the law or regulation or the issuance of judicial decision that indicates the ruling is no longer correct or the DOR retracts the ruling. The DOR does reserve the right to retract this ruling if it later determines on its own review that the ruling is incorrect. Such retraction will be in writing and the effect of the retraction will be prospective from the date of the retraction letter.

Sincerely,

Mark Gibbs (601) 923-7018 Mississippi Department of Revenue



P.O. Box 1033 Jackson, MS 39215 Phone: (601) 923-7700 Fax: (601) 923-7714