



To: EEF Procurement Cardholder
Date: August 1, 2023
RE: FY 2024 EEF Procurement Card

In accordance with the EEF Guidelines developed by the MS Department of Finance and Administration, the FY2024 EEF Procurement Card amount is **\$672.00** for the purchase of classroom supplies, instructional materials, computers and computer software. You may start spending your allocation as soon as you receive your card. Cards are active when received. The deadline for all activity is April 1, 2024. **Please note that no purchases or returns should take place after this date. We encourage all spending before March 1, 2024.**

Cardholders are responsible for knowing your card balance and not allowing purchases for more than the approved card total. In accordance with provision # 1 of the 2023-2024 Teacher Cardholder agreement, cards must be used in accordance with policies and procedures established by the Office of Purchasing and Travel, the MDE, and Jackson Public School District. The agreement specifies several types of expenses that are not allowable, including furniture.

If using Amazon for EEF Card purchases, please take advantage of the district's Amazon EEF Group for JPS EEF Cardholders.

Key pointers and reminders:

- Submit the tax exemption letter ruling from the Department of Revenue for sales tax exemption.
- Secure and keep all receipts along with lesson plans, if applicable for five years
- If you leave employment with the district during the school year due to resignation, retirement, or termination, immediately turn in the card to your Lead Principal.
- If asked for the last four of your social, please use District Code **2520**
- Furniture is not allowed.

THE EEF Packet will include the following:

- The Department of Revenue Letter Ruling on tax exemption. (Most online vendors are not exempt)
- Copy of Teacher Agreement form- must be signed and returned.
- EEF Procurement Card Program FAQ important information sheet

The following are examples of some EEF purchases that are not allowed:

- Travel (airfare, lodging, rental cars, parking)
- Gasoline for personal and rental vehicles
- Cleaning supplies, hand sanitizer
- Cash advances
- Movies, meals, food, beverages
- Personal items—examples: clothing, wastebaskets, teacher desks or chairs