

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 \_\_\_\_\_ 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. \_\_\_\_\_

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

