Welcome to a new year and a fresh look for the P-Card Pulse. The new year is exciting as it brings to the forefront thoughts on new ideas for work projects, resolutions to improve existing processes and commitments to better ourselves personally. Hopefully with the new layout, you will find this newsletter beneficial and helpful as you use your university P-Card in the coming year. As always, the newsletter will be used to post any new policy or guideline updates and we will be available in P-Card Compliance to help with all your questions. We would love to hear from you in 2018!

**Strive not to be a success, but rather to be of value.**  - Albert Einstein

---

**TIMING IS EVERYTHING**

**P-CARD CARDHOLDER CHANGE IN STATUS FORM**: This form is to be completed to close the P-Card account when the cardholder is terminating, discontinuing P-Card use, or leave of absences from the university. It is also completed when the cardholder changes departments. This form is to be completed **2 WEEKS PRIOR TO THE LAST DAY WORKED** to allow for all transactions to clear the account and any final reviews of the account to be completed by P-Card Compliance. You may contact P-Card Compliance if allowances to this timeframe are required due to job responsibilities.

**APPLICATION TO BRING FOOD ON CAMPUS**: This form is to be completed when an off-campus vendor/caterer is used to bring food on campus or the food is purchased from an off-campus business/store by the cardholder and then served on campus. Read Policy 662 and 661 for the full policy details. This form **MUST BE COMPLETED AND APPROVED 5 DAYS PRIOR TO THE EVENT** and be available upon request for review by P-Card Compliance.

**FOOD PAYMENT AUTHORIZATION**: This form is **always required with any food or beverage purchase**. The Food Payment Authorization must be completed for each and every event. Read Policy 662 and 661 for the full policy details. For this form it is **recommended** that the form be completed and approved **PRIOR TO THE EVENT**, however it **MUST BE COMPLETE AND AVAILABLE ON REQUEST FOR REVIEWS** to be in compliance.

---

**PENCIL-SHARP NOTE TAKING**

How detailed are your ESP notes? If you are only entering the words “supplies, office supplies, miscellaneous supplies” as the ESP note, then your notes need additional details to describe the items purchased. Here are the top tips for the best descriptions to help your approver and P-Card Compliance verify purchases:

1. Always include a TA#, event, name of person traveling, destination, & travel dates for travel related purchases.
2. List the exact item, course titles, & course # when items are purchased for specific courses.
3. List the exact item and location where an item will be used and stored.
4. Do not use acronyms in your descriptions.
5. List the most expensive items first from the purchase receipt since the ESP note space is limited.
6. BE DESCRIPTIVE AND PRECISE as possible in the limited amount of space provided.

---

**SAVE THAT DOCUMENTATION**

Always save itemized receipts, invoices, packing slips, bank statements, departmental approval emails, Procurement correspondence and approvals, and all P-Card Compliance Reviews for 5 years.

---

P-CARD COMPLIANCE: Julie Davis, julie.davis@mtsu.edu Ann Lee Whitefield, ann.whitefield@mtsu.edu pcard@mtsu.edu