Spring has arrived in all its blooming glory (and rain)! So what to do with those rainy days? Spring Cleaning comes to mind, right? Cleaning is normally not at the top of anyone’s list of favorite activities, however there usually comes a point in time when it becomes a necessary task at home and in the office. Below you will find topics such as record retention and online forms for help in cleaning and reducing the amount of paper accumulating in your office environment. Also the newsletter provides reminders concerning the frequently found, non-compliant review items > Food Purchases! Take a quick read and as always, call P-Card Compliance with your questions. We are more than happy to help. Happy Spring Cleaning!

“Growth is never by mere chance; it is the result of forces working together.” - James Cash Penney

New Items this Quarter!

**RECORD RETENTION:** New university record retention guidelines have now been implemented determining the method and length of retention for financial records, including P-Card records. If you have yet to update your record retention procedures according to the new standards, please contact your divisional Records Retention Coordinator for guidance. For a list of divisional coordinators, please call or email Carroll Lewis, Business and Finance Office at 615-898-5912 or carroll.lewis@mtsu.edu.

**ONLINE FORMS / DYNAMIC FORMS:** This area is steadily working to convert the P-Card Compliance paper forms to a dynamic format. Once they are available, users will be able to complete the form and route it for approval through an online process! The first forms to be in this new dynamic format will be the P-Card Application and the Change In Cardholder Status Form. Be watching for an email announcement with the new links!

**CLOSING YOUR P-CARD ACCOUNT & FINAL REVIEWS:** If you have a P-Card and will be terminating your employment, you must complete the Change in Cardholder Status Form two weeks prior to your Last Day Worked. This will allow P-Card Compliance sufficient time to complete a final review of your P-Card files, close the account, and notify HR that these tasks have been completed prior to your scheduled EXIT interview with Human Resources.

**Food Purchases—YES or NO?**

**UNALLOWABLE P-CARD FOOD PURCHASE**
1. Fast Food Venues & Restaurants
2. Any Food purchased from a Foundation account or funding held in an Agency account (08XXXX)

**ALLOWABLE P-CARD PURCHASE**
1. **Prepackaged snacks:** cookies, nuts, chips, mints, candy, punch, cola. **Requires** a completed Food Payment Authorization form.
2. **All other types of Food items** not listed in #1 above. **Requires two completed forms:** Food Payment Authorization and the Application to Bring Food On Campus (Signature Approval required 5 days before the event)

<< Please call ext. 8259 or ext. 8813 with any Food Purchase questions or refer to Policy 661 and Policy 662 >>

**UPCOMING TRANSACTION APPROVAL DATES!!**
- **April** 2018 P-Card transactions must be approved by Monday May 7
- **May** 2018 P-Card transactions must be approved by Wednesday June 6

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