Lifelong Learners. With the academic calendar in full swing, we are fortunate to be working on a beautiful campus surrounded by all types of students and those committed to learning and excellence. Actually we each live our daily lives as lifelong learners. We learn, we edit, we mature, and then we hopefully share with others. What are you accomplishing in these areas related to your work task? Here are a few suggestions for you to apply to the P-Card related processes. Be a daily learner. When making purchases, call P-Card Compliance or Purchasing with your questions before making the purchase! We would love to help you when you are unsure if it is an allowable purchase. Edit the unwanted. Shred records older than 6 years, remove your card number from any vendor’s payment profiles, delete the dangerous thought “I’ve always done it like that”. Mature and excel in your work. Be detailed with P-Card documentation and ESP notes and approvers spot-check receipts and approve transactions on-time. Share your Knowledge. Be a positive influence and share advice and tips with your peers. Most of all, in this season, let’s be thankful for MTSU’s commitment to provide an environment where lifelong learning thrives for everyone.

“We are what we repeatedly do. Excellence, then, is not an act but a habit.” - Aristotle

NUTS! - Did you know this stuff?

NEW TAX INFORMATION

- If you will be making any purchase with a Foreign Vendor please contact Jim Woulfe, in the Business & Finance Tax Compliance Office BEFORE the purchase is made at james.woulfe@mtsu.edu or call ext. 2171. Jim will be monitoring and approving all foreign P-Card purchases for IRS tax reporting purposes.

TRAVEL RELATED PURCHASES

- Prior to making airfare OR conference registration purchases, you MUST have a completed TA OR written approval documenting that the travel has university approval. This documentation should be attached to the purchase receipt, kept on file, and be ready for review.

Please welcome to the team, Julie Davis as our new P-Card Compliance coordinator. Julie will be helping with the monthly reviews among other duties. Say hello and be quick to respond to any request from Julie! Her new email is julie.davis@mtsu.edu or pcard@mtsu.edu

Fall 2017 transactions must be approved by Monday November 6.
- All November 2017 transactions must be approved by Thursday, December 7.
- All December 2017 transactions must be approved by Saturday, January 6, 2018.

We are here to answer your questions - give us a call!

- P-Card Compliance:
  - Ann Lee Whitefield, ext. 8813
  - Julie Davis, ext. 8259

- Procurement:
  - Demetra Majors, ext. 5437

Rake, rake, rake..... Approve, Approve, Approve!!

Welcome!

Friends that can Help!

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