Looking across the beautiful MTSU campus, there is evidence of change all around us. Grand structural additions and building modifications, the widening of MT Boulevard, the addition of outstanding academic programs, a new governing board, updated policies, and most important - new students to serve each semester! Employees are surfing a wave of change. That wave takes on many shapes. Did your office change locations? Are you driving a new path to work each day? Are you following a new procedure based on policy changes? In the area of P-Card Compliance, we are also riding the wave. We are updating procedures and forms, improving our review processes, and striving to educate and communicate with approvers and cardholders. How do you catch the wave? Ask questions before making a P-Card purchase, respond quickly to email review request from this office, and document each and every purchase! Fact. Change happens every day. So let’s look forward - ride this wave together – and don’t miss the exciting surf here at MTSU.

“To improve is to change; to be perfect is to change often.” - Winston Churchill

SUMMER READING

For your reading pleasure.....and education

- Buying On-Campus Services - If you are purchasing an on-campus service (BluePrint, Post Office, a MTSU seminar, etc..) be sure to ask if your department can be billed instead of using the P-Card (as card usage fees apply when MTSU is the vendor & buyer).
- Buying office supplies or office furniture - Be sure and use MTSU contracted vendors. Documentation must be on file to verify the lower price obtained or the items were out of stock with contracted vendors. NOT SURE ??? Please check with Procurement or P-Card Compliance for help.
- ESP Coding Message – If you are receiving an email message “ESP-Transactions Requiring Review and Completing” then you have a transaction that needs correcting, coding, or saving. Even if you thought you completed the steps, go back and check – do not ignore this message. The system is waiting for you to complete a step for the P-Card transaction to get sent on to the approver.

NEW AND USEFUL

- TAXI / UBER Services – taxi & uber P-Card purchases for university guest only. Allowable when scheduling and purchasing services for guests of the university. Documentation must be kept with the receipt verifying the business purpose of the visit.
- P-CARD REIMBURSEMENT FORM – a new form is required when making ANY reimbursement deemed necessary for a P-Card purchase. This form should be completed & a copy submitted with the reimbursement receipt to CAB 106. This form is available on the P-Card Compliance webpage. See Resource Section.

P-Card FACTS & FACES

P-Card Compliance webpage: www.mtsu.edu/boffice/pcard.php
P-Card Compliance: Ann Lee Whitefield, ext. 8813
Procurement: Demetra Majors, ext. 5437

Start approving....the early bird gets the worm !!

- All July 2017 transactions must be approved by Sunday, August 6.
- All August 2017 transactions must be approved by Wednesday, September 6.
- All September 2017 transactions must be approved by Saturday, October 7.