THE MTSU P-CARD PULSE

A quarterly newsletter brought to you by P-Card Compliance

VOLUME 9 NUMBER 2 SPRING 2024

P-Card Compliance Webpage | P-Card Cardholder Agreement | P-Card Approver Agreement

Spring has sprung! While the current semester will soon draw to a close and there is much activity and excitement on campus, please don't loose focus on the responsibilities required of cardholders and approvers.

"Alone we can do so little; together we can do so much." - Helen Keller

Topics & Tips for a Spring Refresher

* ***Completing & Approving P-Card Transactions:*** ***Policy 632*** ***states that approvers must approve cardholder purchases no later than ten (10) calendar days after the end of the billing cycle. When transactions are not approved by this date they are non-compliant to Policy 632. Cardholders should complete the coding of transactions in a timely manner to provide sufficient time for approvers to complete their approving responsibilities. Approval cut-off dates provided at the bottom of each newsletter.***

* ***Memberships & Subscriptions: Department heads are responsible to verify that the membership or subscription purchase meets the business purpose criteria stated in*** ***Policy 660****. The business purpose of the purchase should be documented and retained with the itemized receipt and uploaded to ESP.***

* ***The repair and service of university owned vehicles and golf carts will be completed by Motor Pool. The p-card should not be utilized for these repairs and services.***

* ***Itemized Receipt: An itemized payment receipt will include: vendor details, date of purchase, itemization of purchased items, method of payment, and the shipping address. If the payment receipt does not include these details, an itemized invoice will need to be uploaded to ESP along with the payment receipt.***

* ***Document Retention: Uploading receipts to ESP is NOT considered records retention. Itemized receipts and all other support documentation need to be retained in your p-card files for file management and document retention purposes.***

* ***Pepsi Branded Products: Procurement has a list of beverages that are part of the Pepsi family. This list is located on the Procurement webpage under Resources. Check it out before your next beverage purchase. As a reminder beverage purchases also require a Food Purchase Authorization be completed prior to using your p-card. Procurement does have stock of some Pepsi products that departments can request; contact Tori Ramsey for additional information on how to order from Procurement.***

* ***Professional Licensures and Professional Dues: These expenses are unallowable on the p-card. This includes any associated expense related to the CAP license and exam. See*** P-Card Allowable / Unallowable Purchase Guidelines

Important Dates for your Calendar.

Transactions not coded & approved by the below dates will be closed as Non-Compliant

- **April P-Card transactions must be coded & approved by end of day Tuesday, May 7**
- **May P-Card transactions must be coded & approved by end of day Thursday June 6**
- **June P-Card transactions must be coded & approved by end of day Sunday July 7**

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