MTSU—flying high this summer. Summer classes, study abroad adventures, conferences, Rec Center activities and so much more are back on the MTSU summer calendar. As the campus ramps up for summer activities, you can help to build a foundation of compliant P-Card purchases by planning ahead for travel approvals, food purchase approvals, printing needs, and advertising purchases. If you need help, our team is available to chat about purchase procedures and guidelines. Also we are excited to announce that Amy Kincaid has joined our P-Card team and she is anxious to jump in and provide help to cardholders and approvers alike. This month’s newsletter provides some tips with those P-Card purchases that might require additional planning and approvals to keep your department flying high!

“The height of the pinnacle is determined by the breadth of the base.” - Ralph Waldo Emerson

Don’t Get Tangled Up ...

P-Card Tips to Keep You Flying High

1. **Office Supplies** must be purchased from our contracted vendor—Staples, regardless of where those supplies will be utilized (office, classrooms, labs). To purchase office supplies through other sources, a price comparison must be retained with the itemized receipt that documents the lower price obtained with the non-contracted vendor.

2. All Items purchased must be delivered to a MTSU Business Address. Items may not be shipped to home addresses or any non-MTSU address.

3. **Professional License** payments (professional privilege tax) are not allowed on the P-Card. A list of professions eligible to be reimbursed for this tax is available in the Office for VP of Business and Finance. Email Beth Todd for assistance.

4. **Conference registration or airline ticket** purchases require an email approval from the traveler’s higher approving authority or a completed TA on file BEFORE the P-Card purchase is completed.

5. **P-Card food purchases**—snacks, meals, drinks—regardless of the vendor, require prior authorization. Please refer to [P-Card Food Purchase Instructions](#).

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**Add these to your Summer Reading List**

- **June** P-Card transactions must be coded & approved by Thursday July 7
- **July** P-Card transactions must be coded & approved by Saturday August 6
- **August** P-Card transactions must be coded & approved by Tuesday September 6

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