We are stepping into Spring with a thankful heart! Here in the P-Card Compliance Office, we want to say thank you to all of the cardholders, approvers, and reconcilers! You all have done a terrific job in a year of so much change. We appreciate all of your communications: asking questions, replying to review requests, and keeping us updated about changes with your P-Card use. All of these efforts help us to stay connected and compliant while using the university P-Cards. Let’s keep the calls and emails going as we march into another beautiful Spring on campus.

"All the flowers of all the tomorrows are in the seeds of today" - Unknown

Helpful Reminders for P-Card Success

Double Check Account Codes

When coding each transaction in ESP, verify that you are using the correct account code. To check this, verify that the type of purchase matches the description for the account code you are using. A complete list of account codes with each corresponding description can be found at: MTSU Banner Account Codes.

Downloaded Content Purchases

The purchase of eBooks, music, movies, apps, and other similar downloaded content is not allowed using the P-Card. If your area needs to make this type of purchase, please contact P-Card Compliance for help with alternative purchase options. A list of allowable/unallowable P-Card purchases can be found at: P-Card Allowable / Unallowable Purchase Guidelines.

Travel Purchases

- Due to current restrictions, All TRAVEL requests, in-state (in excess of 50 miles) and out-of-state, require the Provost or division vice president review and approval. Written justification will also be required with each submitted request. Approvals must be received and on file prior to completing any P-Card travel purchase.
- P-Card travel purchases may only include airline tickets and conference registrations.
- Online conferences, are not considered travel. Therefore, no additional approvals are needed to use your P-Card for online conference registrations.
- For online conference P-Card purchases, please indicate “online” as part of the purchase description in the ESP note field.

Calendar Reminders for Approvers & Cardholders

- April P-Card transactions should be coded and approved no later than Friday May 7.
- May P-Card transactions should be coded and approved no later than Monday June 7.
- June P-Card transactions should be coded and approved no later than Wednesday July 7.

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