In the Spring we patiently work in our yard which will yield for us a summer of beautiful color and enjoyment. In a like manner, it would be great to invest a small amount of time educating oneself about new policies and updates to experience the benefits of efficient purchasing methods while remaining compliant savvy. A few topics of interest in this month’s newsletter; Travel Policy updates, information on the new Fringe Benefit Policy, and Sam’s Club updates. Also a shout-out to those who quickly respond (and with a smile) to the P-Card monthly review requests! We know that it takes time away from your daily tasks to send in your receipts and documentation for review. However, it is a vital component of our university compliance program, so THANKS SO MUCH!

“Leadership and learning are indispensable to each other.” - John F. Kennedy

SAM’S CLUB PURCHASES: New Procedures

- RSVP and pick up the Sam’s business membership card from Procurement. Kym.Stricklin@mtsu.edu
- Employee’s shopping at Sam’s must have their own university P-Card for payment. You are not allowed to give your P-Card to another person to use. (i.e., no grad students or student officers)
- For Sam’s purchases remember that the P-card cannot be used for purchases from a Foundation account or an agency account (i.e., Index codes that begin with 9xxxx, or index codes like 08xxxx).
- All Sam’s P-Card purchases will be part of the P-Card Compliance monthly review processes so please be sure and retain all itemized receipts and required food forms in the P-Card file.

TRAVEL POLICY: Revision to Policy 658. In-State and Out-of-State P-Card travel purchases must have PRIOR approval in the form of a an email or completed Travel Authorization (TA). Please read the new section of the policy below for the specific details.

III. Authorization of Travel: Section F. P-Card Travel Purchases. Prior written authorization from the appropriate approving authority must be obtained before purchasing airline tickets or paying advance registration fees by P-Card. The authorization may be in the form of an email or a completed Travel Authorization. Purchase receipts and documentation of the approvals should be maintained by the department, in accordance with University P-Card policy, and a copy attached to the individual’s travel claim.

EMPLOYEE FRINGE BENEFITS: New Policy 608. Items purchased and given to employees could be deemed as taxable; Therefore all P-Card purchases of items given to an employee will be handled as follows:

- At the time of the review, P-Card Compliance will request an itemized receipt, a list of recipients, and a description of the items purchased.
- The documentation will be forwarded to Business and Finance Tax Compliance Office for a taxable benefit determination review.

PCARD COMPLIANCE pcard@mtsu.edu 615-904-8813 615-904-8259