Autumn Changes. Look around and you will see changes abound on the beautiful MTSU campus. New faces, academic programs, buildings in progress, and changes to policies and processes in Business and Finance. One good thing about change, it gives us the opportunity to learn and grow. With improvements in mind, the Business and Finance Office has combined two food policies into one, Policy 661—Food and Beverages. It has several changes effecting the rules and procedures for all food and beverage purchases on campus. However, this month’s newsletter will highlight what you need to know for P-Card purchases in regard to the new policy. Look closely, as there is a new form associated with this policy and date requirements for compliance. We believe this change is good and will be beneficial to everyone on campus. Please call us if you have any questions about the policy, completing the form, or need any help at all! Happy Fall and enjoy the changing colors of the season!

“Start where you are. Use what you have. Do what you can.” - Arthur Ashe

Food Policy Questions Anyone?

1. The P-Card may be used for food & beverage purchases from outside vendors such as Wal-Mart, Kroger, Sam’s, Publix, etc.. when the ‘total event’ food/beverage purchase will be under $500.

2. The Food Purchase Authorization Form is required 5 days before the purchase date and should be submitted to pcard@mtsu.edu. The FPA form is required for all P-Card purchases that will include any consumable food or beverage items.

3. Food purchases must meet the business justification requirements listed in Policy 661 and paid using state funds (no foundation funding).

4. A general description of the attendees along with an estimate of the number of employees, students, and guest to be served will be required on the Food Purchase Authorization. After the event, a list of actual attendees must be retained in the P-Card file along with the itemized receipt for review purposes.

5. Once submitted, the Food Purchase Authorization will be assigned an FPA number and the form will be returned to the cardholder. To assist in the review process, the cardholder should reference the FPA# as part of the SunTrust ESP notes when coding the transaction.

6. No restaurant or fast food vendor P-Card purchases are allowed at this time. Check request or reimbursements will be needed for these type of purchases by submitting the FPA to Accounting Services.

7. P-Card Policy 632 is also currently being updated to reflect the new Aramark agreement and may have other helpful updates regarding food purchases. Stay Tuned....

Make Preparations and Be Ready

- **September** P-Card transactions must be coded & approved by **Monday October 7**
- **October** P-Card transactions must be coded & approved by **Wednesday November 10**
- **November** P-Card transactions must be coded & approved by **Saturday December 7**
- **December** P-Card transactions must be coded & approved by **Monday January 6**