Hurray for Summer! Ready to dive in? The water is warm and the weather is perfect. Before you jump into the water, take one last look around to check for possible hidden rocks, shallow water, or unknown reptiles floating near by! While you are at it, check the information below before you dive in to complete those P-Card purchases. And as always, give the P-Card Compliance Office a call if you have any questions or concerns and we will try and provide you with timely guidance so you can enjoy the deep dive into your successful work across campus.

”A smile can be the lifejacket to someone else’s rough water” - unknown

**Keep an eye out .....**

**SunTrust is now Truist:** Truist Bank is now the merged name of BB&T and SunTrust. So be aware of the name change on correspondence and incoming calls. If you are ever in doubt about the legitimacy of information or request that you receive, you can always call the number on the back of your card or check with the P-Card Compliance Office.

**Compromised P-Card:** A compromised P-Card is costly in time and money, as well as a big inconvenience to cardholders as you wait on a new card to be issued. To help stay ahead of this costly trend, check the transaction email notifications promptly to verify your purchases. If you detect suspicious card activity, immediately call Truist at 866-495-5411. If Truist determines that outside fraud has occurred, you may be asked to complete a Dispute form and a case # may be assigned. In this case, follow the Truist instructions and also forward a copy of the dispute form to carol.rozell@mtsu.edu or pcard@mtsu.edu so any necessary accounting adjustments can be made.

**On the Road Again:** To complete a compliant travel purchase, a travel authorization (TA) must be submitted prior to making any airline purchase or conference registration purchase. This applies to any employee, guest, or student travel. Airline early check-in fees, upgrade fees are unallowable add-ons. Please see Policy 632, section F. Guidelines for Specialized Purchases, 4. Travel Expenses for the specific details. Link to policy: P-Card Policy 632

**MTSU Shipping Address:** All university purchases, regardless of the payment method, must be shipped to a MTSU business address. Purchased items may not be shipped to home addresses. If you have an unusual shipping requirements, please contact pcard@mtsu.edu for guidance.

**Printing Needs:** All university printing jobs are to be produced by University Printing Services unless they are unable to produce the job. Please see Policy 154 Publications and P-Card Policy 632 for additional information.