

THE MTSU P-CARD PULSE

A quarterly newsletter brought to you by P-Card Compliance



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Summer is upon us and now is a great time to relax and use this season to review a few p-card tips to jumpstart into a successful start to the new fiscal year! Additional information relevant to p-card use is located on [P-Card Compliance Webpage](#)

Summertime Tips for P-Card Success!

Office Supply Purchase Tips

- 1) Staples is the university contracted vendor for office supplies. Therefore, if office supplies are purchased from any other vendor, a dated price comparison or availability justification will need to be up loaded to ESP with your itemized receipt.
- 2) If an office supply is added to your Amazon cart, the below notification will appear when viewing your Shopping Cart . If you choose to proceed with the purchase, a dated price comparison will need to be uploaded to ESP with your itemized receipt. In the ESP Notes field, state “comp on file” along with what items purchased and the intended business purpose.

⚠ Your cart contains items restricted by your organization.

One or more items in your cart may not comply with the purchasing standards of your organization.

Travel Purchase Tips

- 1) Travel purchases (registrations & airfare) require a completed TA/Chrome River approval or written approval from the traveler’s approving authority *prior* to making the P-Card purchase.
- 2) The TA/Chrome River Detailed Report must list the expenses to be purchased using the P-Card.
- 3) The TA/Chrome River Detailed Report should be uploaded to ESP along with the itemized receipt.
- 4) Add the TA# or Chrome River ID# to the ESP Note field when completing each travel related purchase.

Group Travel Purchase Tips (student groups traveling as a single unit)

- 1) Complete steps 1-4 from the Travel Purchase Tips above
- 2) Email a pdf of the approved TA/Chrome River Detailed Report to melisa.warner@mtsu.edu. Melisa will open the identified p-card for the travel purchases that are listed in the report.

- o **Cardholder Signature Authorization** — Did you know that paying a deposit is considered a term and condition of purchase and is unallowable on the p-card? Cardholders may not use their signature to create a financial obligation for the university. This includes signatures applied to terms & conditions, contractual language, or any financial agreement. Any purchase that requires a signature must be entered into MT\$ource for signatory approval.

UPCOMING TRANSACTION DEADLINE DATES !!

July P-Card transactions must be approved by **August 6**

August P-Card transactions must be approved by **September 6**

September P-Card transactions must be approved by **October 7**

