

THE MTSU P-CARD PULSE

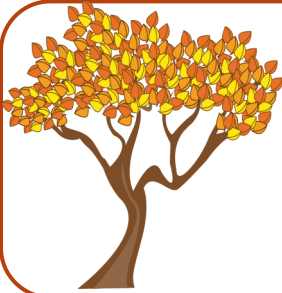


A quarterly newsletter brought to you by P-Card Compliance

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Happy Fall to All!! Our campus is buzzing with activities to support our awesome students. To help with your purchase needs, remember that the *P-Card can be used to purchase small dollar goods and services* with a defined University business purpose. “*Small dollar*” is defined as purchases below \$5000. If your purchases will exceed \$4,999.99, please contact Procurement Services for assistance at purchase@mtsu.edu.

[P-Card Compliance Webpage](#)

[P-Card Cardholder Agreement](#)

[MTSU P-Card Approver Agreement](#)

Questions To Consider Before Making a P-Card Purchase

1. Do I have the necessary approvals?

Listed below are most common purchase types, but not an exhaustive list:

- ⇒ [Travel](#) – Registration and airfare purchases require written approval to be on file prior to purchase.
- ⇒ [Food](#) – Food and beverage purchases require a Food Purchase Authorization (FPA) on file prior to purchase.
- ⇒ [Advertising](#) – Advertising purchases require Marketing & Communications Dept approval prior to purchase.
- ⇒ [Employment advertising](#) - Employment ad purchases require HR recruitment plan on file prior to purchase.
- ⇒ [Computer Software and Hardware](#) – Purchases over \$1000 require ITD approval for on file prior to purchase.
- ⇒ [Printing](#) – Printing purchases with off-campus vendor require MTSU Print Services approval on file prior to purchase.

2. Is the purchase Sales Tax-Exempt?

Listed below are a few vendors and guidance to follow before shopping so to avoid the charge of sales tax:

- ⇒ [Kroger](#) - Contact Accounting Services for use of Kroger Sales Tax Exempt card.
- ⇒ [Sam's Club](#) - Contact Procurement to reserve university's membership card for use.
- ⇒ [Walmart](#) - Contact Accounting Services before shopping at Walmart for the first time as they need to provide the cardholder with the University's sales tax exemption certificate to be presented at Walmart's customer service counter.
- ⇒ [Amazon](#) - Email request to Ann.Whitefield@mtsu.edu to be added to the MTSU Amazon Business account.
- ⇒ To send the University's sales tax exemption certificate to other vendors, complete the [Sales and Use Tax Certificate of Exemption Request](#)

3. Other payment options?

- ⇒ MT\$ource should be utilized to procure items/services if a vendor is used on a consistent basis, if signatures (including e-signatures) are required to complete the purchase, or if the purchase will exceed \$4999.99. Email purchase@mtsu.edu for assistance.

UPCOMING TRANSACTION DEADLINE DATES!

October P-Card transactions must be approved by end of day **November 6th**

November P-Card transactions must be approved by end of day **December 7th**

December P-Card transactions must be approved by end of day **January 6th**