

THE MTSU P-CARD PULSE

A quarterly newsletter brought to you by P-Card Compliance

VOLUME 11

Number 1

WINTER 2026



Happy New Year! At the start of a new semester, we always add several new p-card holders and approvers, so it is the perfect time to share contact information for where to find help when navigating PCard processes. You are encouraged to print this newsletter and keep it handy for future use!

The P-Card Compliance Office would also like to introduce our newest team member, Melinda Beel. Many of you may know Melinda as she is a longtime MTSU employee and brings with her a vast wealth of knowledge along with a friendly smile! We are excited to have Melinda in our office!

Who Do I Contact ...

When to Contact P-Card Compliance

- o New employee needing application for p-card - [Steps for Obtaining P-Card](#)
- o Questions regarding food purchases — [Instructions for P-Card Food Purchases](#)
- o Allowability of purchases - [Allowable-Unallowable Guidelines](#)
- o Other p-card questions—email pcard@mtsu.edu

When to Contact Melisa Warner:

- o Locked out of Truist ESP Account
 - Reset Password
 - Reset Two Factor Authentication
- o Assistance with Declined transactions
- o Opening of p-card for Group Travel purchases

When to Contact Truist:

- o Fraudulent Activity on p-card account
 - Call 877-806-8766 option 1
 - See [FAQ](#) on P-Card Compliance Webpage

Other Contacts:

Accounting Services:

- o Sales Tax Exempt Certificate—complete the Dynamic Form for [Sales and Use Tax Certificate of Exemption Request](#) or Nina Endsley if there are questions.

Facility Services:

- o Temperature control device purchases (heaters, dehumidifiers, etc) - Email Alan.Parker@mtsu.edu for approval prior to purchase.

ITD:

- o Computer Hardware or Software purchases \$1000 or greater— Use MTSource to complete purchase so that ITD is in the approval queue.

Marketing & Communications:

- o Advertising & Marketing purchases—Email Teena.Young@mtsu.edu for approval prior to purchase.

Printing Services:

- o Print jobs—Email Kristy.Oneal@mtsu.edu for approval prior to using off-campus vendor to produce any print job.

Journal Entry

- o Email Jordan.Whitehead@mtsu.edu for assistance.

Important Dates for your Calendar!

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

February P-Card transactions must be approved by of day **March 9**

March P-Card transactions must be approved by end of day **April 6**

pcard@mtsu.edu melinda.beel@mtsu.edu amy.kincaid@mtsu.edu ann.whitefield@mtsu.edu

