

THE MTSU P-CARD PULSE



A quarterly newsletter brought to you by P-Card Compliance

VOLUME 11

Number 2

SPRING 2026

Recently Truist updated the method for monthly statement delivery. Hardcopies of the monthly statements are no longer sent by mail to the cardholders each month. Statements are now only available digitally through the Truist ESP Online System. Below are instructions cardholders need to utilize to obtain the statement to retain with p-card records for file management requirements.

How to Access Cardholder Statement in Truist ESP

1. Log into Truist ESP Online System
2. Under My Accounts/Accounts
3. Click on you card number, which will open your P-Card activity and a box looks like this:

Issuer	Card Type	Card Number
Truist - Visa	Purchasing Card	****.****.****-5956

Statements

Statement period Current Period	Find
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4. Under Statement Period, you can view the Current Period or click on drop down arrow to see past statements. (image to right)

Statements are available for 12 months.

Only months with transaction activity will have a statement.

Statement period Current Period	Find
Current Period	Bal.
01/28/2025 - 02/27/2025	0.

5. Select the statement period for needed statement and the transactions will appear along with a download button.

Statement period 01/28/2025 - 02/27/2025	Find		
Balance (USD)	Credit Limit (USD)	Download Statement	Options
3,499.00	100,000.00		

6. Click on the download button and the file will download to your computer as a PDF, which can then be printed.

Spring & Summer—Out-of-Office Reminder: When a cardholder is on leave or out-of-office longer than a 2-week period, the [Change of Cardholder Status](#) form needs to be completed so that the p-card can be locked during this time as a security measure. Upon return to the office, a cardholder may send an email to pcard@mtsu.edu requesting that the card be unlocked.

Important Dates for your Calendar!

April P-Card transactions must be approved by end of day **May 7**

May P-Card transactions must be approved by of day **June 6**

June P-Card transactions must be approved by end of day **July 7**

