

THE MTSU P-CARD PULSE

VOLUME 11
NUMBER 3
SUMMER 2026

A quarterly newsletter brought to you by P-Card Compliance



Hopefully this summer is presenting an opportunity to rest and reset prior to the upcoming academic year. With that in mind, below is information that will be helpful and provide guidance as you begin planning for the upcoming academic year purchases. As a reminder, in planning for upcoming purchases cardholders and departments should utilize MT\$ource, the University's official Procurement system, whenever possible.

Branded & Promotional Items

- o There has been an update to Policy 154 as outlined in the May 20, 2026 MTSU Public Service Announcement email that will impact p-card purchases. Future purchases of these items indicated in Policy 154, need to be sourced exclusively through Blue Print and no longer purchased with the p-card.
- o Examples of items to be sourced with Blue Print/Creative and Visual Services (below is not an exhaustive list and final decision rests with Blue Print/CVS)
 - **SWAG Items:** Anything imprinted with MTSU branding, such as stickers, magnets, pencils, pens, stress balls, tote bags, cups, mugs.
 - **Branded Apparel Items:** T-shirts, sweatshirts, polos, jackets
 - **All Printed Materials:** Brochures, backdrops, booklets, notecards, credential lanyards, signage
 - **Creative and Design Services**
- o For questions regarding other specific items, contact Creative and Visual Services at creativeservices@mtsu.edu or 898-2744 or Blue Print at blueprint@mtsu.edu or 898-2100

Truist ESP Tips

- o Use Chrome browser to access Truist, if Windows computer, for Mac computer use Safari.
- o Open browser and enter Truist (enterprisespendplatform.truist.com) in the address bar. This web address is also located in Pipeline on the Home page under Employee Resources.
- o To keep your Truist ESP account active, log-in and log-out at least every 30 days to the Truist ESP system once a month.
- o If asked to select a method for Two-Step Authentication, always select 'email' as the method from the pull-down menu.
- o Complete your p-card transactions as they post to your account to avoid missing the monthly cut-off date for approval.
- o Report any suspicious or fraudulent activity promptly to Truist (877-806-8766 option 1).
 - Notify P-Card Compliance of any action taken by Truist and the assigned Case number by emailing pcard@mtsu.edu.
 - Notify your approver.

Please check out the [Allowable-Unallowable Purchase Guidelines](#) and other topics on the [P-Card Compliance webpage](#).



Important Dates for your Calendar!

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

August P-Card transactions must be approved by end of day **September 8**

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

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