

The MTSU P-Card Pulse



A quarterly newsletter brought to you by P-Card Compliance

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Important Dates for your Calendar!

Transactions must be approved in Truist ESP no later than the below dates

Transactions not approved by the specified date are automatically selected for additional review. Unapproved transactions could result in pcards being suspended during the review process.

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

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**

It is best practice for cardholders to complete transactions as they post to Truist ESP, as this should allow sufficient time for P-Card Approvers to review and approve the purchases prior to the cut-off date.

Quick Steps for Accessing Truist ESP

1. Use the new link available in Pipeline:

- o On Home Page under Employee Resources click link for Truist ESP (Chrome Users Only)
- o Bookmark the Truist ESP Log-In website for future use

2. Use Chrome browser:

- o Enter the Truist web address in the Chrome address bar :
 - o <https://enterprisespendplatform.truist.com>
- o Bookmark the Truist ESP Log-In website for future use

If log-in assistance is still needed, please contact Melisa Warner—Procurement, by emailing melisa.warner@mtsu.edu

*Additional Tips for P-Card Accounts were provided in the Summer 2026 Newsletter.
Email pcard@mtsu.edu if a copy of that edition is needed.*

Tips when Completing P-Card Transactions in Truist ESP

1. Attach supporting documentation:

- o Itemized Receipt
- o Any required preapprovals
 - o Including but not limited to: travel approvals, approved FPA, Blue Print/CVS approvals, ITD approvals

2. Complete ESP Notes field:

- o List items purchased beginning with most costly to least. *It is important to avoid general or vague wording*
- o Include the intended business use