



# The \$ource

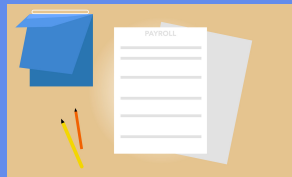
## Procurement Hints and Highlights



### DEMETRA MAJORS RETIRES

After a long career at MTSU,  
Demetra has started a new chapter!  
We wish her all success!

### KEEP TRACK OF YOUR OPEN PURCHASE ORDERS IN MT\$OURCE



WHO: PURCHASE ORDER OWNERS  
WHEN: EVERY MONTH  
WHY: FOLLOW UP TO ENSURE:

- Receipts are entered for goods and services ordered and received,
- Invoices from vendors who have a Purchase Order are sent to [invoice@mtsu.edu](mailto:invoice@mtsu.edu), and
- Any remaining funds on Blanket Purchase Orders are returned to your department after all invoices have been paid

To run your OPEN PO REPORT in MT\$OURCE, follow the instructions on our Tip Sheet [OPEN PURCHASE ORDER REPORT](#) (click [here](#))

**CHECK OUT ALL OUR PROCUREMENT  
TIP SHEETS ON OUR WEBSITE:**

[HTTPS://WWW.MTSU.EDU/PROCUREMENT/RESOURCES.PHP](https://www.mtsu.edu/procurement/resources.php)

### PCARD TRAINING

Email [MELISA.WARNER@MTSU.EDU](mailto:MELISA.WARNER@MTSU.EDU)  
to set up a date!

### VENDING MACHINES (PEPSI AND SNACK)

Email [TORI.RAMSEY@MTSU.EDU](mailto:TORI.RAMSEY@MTSU.EDU)  
(Include location and machine tag #)  
Go to Cashier in SSAC for Refunds

### MT\$OURCE TRAINING NEW USER/REFRESHER/APPROVER

Go to [www.mtsu.edu/workshops/lists](http://www.mtsu.edu/workshops/lists)  
Look under the "General Training" section

### WHAT IS A BLANKET PURCHASE ORDER?

A blanket PO is used when your department will be purchasing the same goods or services from one vendor throughout the fiscal year, typically when an agreement is in place.

- You will create a requisition for the entire fiscal year. Funds from your budget are unencumbered (set aside) for your future purchases.
- The vendor will place the PO# provided to them on their invoices.
- You will make your receipts against the same PO# all year.
- Once all invoices have been received from the vendor (no more purchases are being made), any extra funds will be returned to your index number.

See [MTSU Purchasing Guidelines \(click here\)](#) for additional information or x2944 for assistance.

**PLEASE INCLUDE AN INVOICE #  
ON YOUR RECEIPT!  
( IN THE NOTES SECTION )**