



The Source

Procurement Hints and Highlights



After 15 years of service, Mary Jane Staples has retired ...

Many of us appreciate having had the opportunity to work with Mary Jane for so many years. She communicated well with everyone on campus and shared valuable input with innovative ideas. She was a wealth of information about MT\$ource and all things procurement. We wish her all the best as she pursues her interests in the next chapter of her life!



Procurement is the department that assists in obtaining products and services needed to run the University.

MEET THE PROCUREMENT LOGISTIC SERVICES TEAM

Executive Director:	Shirman Thomas
Assistant Director:	Johnny Eatherly
Office Coordinator:	Sandra Campbell
Sr. Procurement Specialist:	Demetra Majors
Procurement Specialists:	Melisa Warner & Tori Ramsey

We are here to help you navigate MT\$ource!

regarding purchase orders...

WE STRONGLY RECOMMEND

You create purchase orders for goods or services that are fulfilled by the end of the fiscal year.

July 1 to June 30

This allows for reconciliation between the Procurement and Accounts Payable systems.

If you have questions, please give us a call!



...and vehicles, carts, and trailers

IMPORTANT NOTE: If you purchase a moving vehicle, trailer, or golf cart and receive a Title from the supplier, please contact the Procurement Office for further instructions on transferring the title to MTSU.

links to frequently used account codes

The Business Office Resource Page has the Frequently Used Account Codes for the University and the Foundation

<https://www.mtsu.edu/booffice/resources.php>



Click Here for University codes



Click Here for Foundation codes

"An investment in knowledge pays the best interest." - Benjamin Franklin