



The \$ource

Procurement Hints and Highlights



Staff Highlights

[Click here for Procurement Staff List](#)



Tori Ramsey

Tori began working in the Procurement Office as a Procurement Specialist in December 2022. She has a deep background as a buyer for a large retail company. Originally from Murfreesboro, she lives with her husband and two children in the Walter Hill area.



Tracy Kinderdine

Tracy began working in the Procurement Office as a Procurement Specialist in November 2023. She has a great deal of experience as a buyer for a large retail company. Originally from Ohio, she moved to TN and lives with her husband and three children in the Blackman area.



Check out these links



[General Info](#)

[Tip Sheets](#)

[Newsletters](#)

for information on:

- [MT\\$ource New User/Refresher & Approver Training Schedule](#)
- [Pepsi Product List](#)
- [Authorized Purchasing Process](#)
- [Purchase Order Payment Process](#)
- [MT\\$ource - Staples Receipts and Returns \(updated 12/11/2023\)](#)
- [February Newsletter: Requisitions and Setting up a New Supplier](#)

NEW EMAIL ADDRESS FOR W9 FORM PROCESSING

W9@MTSU.EDU

(Instead of invoice@mtsu.edu) to set up a vendor in Banner

Continue to use

PURCHASE@MTSU.EDU

to setup a vendor in MT\$ource

OPEN PURCHASE ORDER REPORT

Review Your Open Purchase Orders!
Advise Procurement when they can be closed

With the end of the fiscal year quickly approaching, all Purchase Orders should be completed by the end of the Fiscal Year.

Run an Open Purchase Order Report to make sure receipts and payments are processed.

The Open Purchase Order Report Instructions are located on the [Resources](#) menu page of our website.

PURCHASING CARD

Study Abroad and Group Travel

For information on how to complete your Travel Authorization form for PCard use, refer to [Business Office Travel FAQ](#)

REMINDERS

- When creating a Non-Catalog form in MT\$ource, be specific with your Product Description.
- Has the vendor sent their invoice?
 - Contact the vendor to follow up.
 - Ask them to include the PO# on their invoice so payment is not delayed.
 - The invoice must be sent to invoice@mtsu.edu.