



The \$ource

Procurement Hints and Highlights



**CURRENT
FISCAL YEAR**
7/1/2022 - 6/30/2023

June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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UPCOMING DEADLINES:

JUNE 2ND: Purchase requests \$5000.00 to \$9999.99.

- Best bid practices apply.
- All items must be completed, received and invoiced by June 30, 2023.

JUNE 16TH: Purchases under \$5000 are electronically generated and sent to the supplier.

- These must be sent in time to procure/receive/complete services by June 30th.

JUNE 27TH: PCard charges need to post to ESP.

- Charges that post to Truist ESP after June 27th will be paid with FY2024 funds.

Continue to run encumbrance reports in FGIBDST.

- Follow the directions provided in the REMINDER email dated 5/8/2023.

**NEW
FISCAL YEAR**
7/1/2023 - 6/30/2024

Use Accounting Date of 7/1/2023 on all FY24 requisitions.

MAY 26TH: Renewal of multi-year contracts. These are blanket purchase orders where an amount is encumbered in Banner and receipts are made in MT\$ource.

Invoices must be sent to invoice@mtsu.edu.

The Product Description field must be completed

- Create a detailed product description in the "General Information" section of your Requisition. Include dates, if applicable.

Need additional funds to cover an order placed?

- Create a Comment in MT\$ource to the Index Approver requesting approval for the increase. After approval given, forward that Comment to the Buyer listed on the PO. If no Buyer listed, Comment to Sandra Campbell.

Receive an invoice from the Supplier by email?

- Forward the email to invoice@mtsu.edu and include the PO # in the body of your email.

Receive the goods or services you ordered?

- Create a cost or quantity receipt on the date you received the goods or services. Make sure an invoice is sent to invoice@mtsu.edu.

**PURCHASE
ORDER
TIPS**

