



The \$ource

Procurement Hints and Highlights

STAPLES & OTHER PUNCHOUTS

All Punchout Orders must be paid by the automated invoice and payment processes.

Do Not Use P-Card as a payment method for MT\$ource Punchouts

Food, candy and beverages are no longer available for purchase through Staples Punchout.

Tax-Exempt Purchases can be made at Sam's Club, Kroger, or Wal-Mart by following the food purchasing policy

PURCHASE CARD COMPLIANCE

<https://boffice.mtsu.edu/purchase-card-compliance/>

FOOD AND BEVERAGES

<https://www.mtsu.edu/policies/p661/>

COPY PAPER ORDERS

Orders must be for full cases (10 reams) of paper.

If using more than one index, split order by entering the number of cases for each index.

PEPSI – BULK ORDERS

If you need cases of product, contact Tori.Ramsey@mtsu.edu at least 10 business days before your event.

Procurement does not stock products; they must be ordered for delivery to your location.

REQUISITION REMINDERS

Suppliers must be set up in both Banner and MT\$ource

Email W9/W8 to **both** w9@mtsu.edu and purchase@mtsu.edu with **email address** for PO distribution. You will be notified when the Supplier is set up for use.

Internal Notes

Enter M# or other information about the Supplier to help with review

Review Supplier Information

Fulfillment Address and Email address must be correct **before** proceeding

Form · Non-Catalog Form Example

Supplier Info

Existing Supplier

Supplier * X

TLS Trophies & Collectibles, LLC

Fulfillment Address

Purchase/Change Orders 1

111 E Mtcs Rd Ste F
Murfreesboro, Tennessee 37129-0530 United States

Supplier Phone

+1 615-895-9012

Distribution Method *

The system will distribute purchase orders using the method(s) indicated below.

Check this box to customize order distribution information.

Email (HTML Body) ttrophies@gmail.com

Detailed Product Description

Be specific!

Include **all** information about the product or service being purchased. If a Contract, include C# and year.

Prepared by and Prepared for

Must be the same employee name who is a Banner Finance user.

Incorrect

Correct

Prepared by Sandra Campbell

Prepared by Sandra Campbell

Prepared for Victoria Carter

Prepared for Sandra Campbell

