



The Source

Hints and Highlights - Common Questions Answered



W-9 Forms

- Suppliers must use the most recent version located on the IRS website: [Form W-9 \(Rev. March 2024\)](#).

Setting Up New Suppliers in MT\$ource


- Attach supplier W-9 to **one email** addressed to both w9@mtsu.edu AND purchase@mtsu.edu.
- Include supplier's preferred email address for PO distribution in body of the email.
- You will be informed when setup is complete in both Banner and MT\$ource.


Non-Catalog Form Tips

- Match Address & Purchase Order Distribution method (email address) to your quote.
- If address or company name has changed → vendor must submit new W9 (see Setting Up New Suppliers above).

MT\$ource - Requisitions

- Create Non-Catalog form requisitions from Quotes - not invoices.

 Do not copy prior requisitions for new orders.

 Do not create a requisition if you already received an invoice from the vendor.

See: [Purchasing & Payment Process Tip Sheets](#).

Changes to Purchase Order Amounts

- Enter a Comment on the PO to a Procurement team member.
- If increase is >10%, include Index Approver.
- Indicate amount needed (and line item if there are multiple line items).

Accounting Code Charts

- Chart "M" = for MTSU State & Grant index #s
- Chart "F" = for MTSU Foundation index #s

Golf Carts & Vehicles

- Email purchase@mtsu.edu for help purchasing new or used carts and vehicles and surplus of carts and vehicles no longer needed.
 - See [Surplus Property Procedures](#).
- Procurement registers ALL carts and vehicles at MTSU with the TN Department of Safety.
- Requestors will receive detailed instructions to follow after purchase.

Lost Money in Vending Machines

- **Pepsi Machines:** Request refund voucher [here](#).
- **Snack Machines:** Follow instructions located on machine sticker.

Pepsi & Bottled Water Orders

- Orders of product by the case can be delivered to your office.
- Order at least 2 weeks ahead.
- Product list located [here](#).
- Pricing and Orders: tori.ramsey@mtsu.edu

Receiving & Delivery for Dept. Orders

Large Items

- Checked in @ 1672 Greenland Drive
 - Delivered by Receiving/Moving staff
- When placing order, inform vendor of receiving dock hours: 7:30–11:45 am & 1:00–3:45 pm
- Notify receivingmoving@mtsu.edu with order details.

UPS & FedEx

- Checked in @ 848 Champion Way, Distribution
 - Delivered by campus mail route driver
 - Questions? email distribution@mtsu.edu

US Postal Service & Amazon Packages

- Checked in @ MTSU Post Office (KUC)
 - Delivered by campus mail route driver
 - Hours: 8 am–4 pm
 - Questions? Call 615-898-2459