



The \$ource

Procurement Logistics Quarterly Newsletter



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Prepare for Fiscal Year-End Now!

Take time now to review and clean up purchasing activity in MT\$ource to ensure a smooth fiscal year close

- ➔ **Review open Purchase Orders for invoices and receipts**
 - Instructions provided on our website: [Open Purchase Order Report](#)
- ➔ **Close Paid Purchase Orders**
 - Request closure by making a Comment to a Procurement team member
- ➔ **Review multi-year contracts/yearly subscriptions**
 - Submit new fiscal year requisitions **before** invoices are submitted
 - If creating before July 1st, change the Accounting Date to **07/01/2026**



Ask your Suppliers



Do they accept a Purchase Order?
 Are there additional charges (shipping, tariffs)?
 Do they have their own terms and conditions?
 Are they requesting prepayment?

Do Not Sign Agreements or Credit Applications
 Submit a Contract Office Form

W-9 Forms

Request vendors complete & return the current version from IRS.gov
[IRS Form W9 \(Rev. March 2024\)](#)

Accounts Payable **cannot** accept prior versions of the W9 form

New Supplier Setup

Send **one email** to both
 w9@mtsu.edu & purchase@mtsu.edu

(Do not send W9s to invoice@mtsu.edu)

Be sure to **include the vendor's preferred email** address for PO distribution in the body of the email.

MT\$ource Requisitions

Do not copy from previous requisitions

Use a Non-Catalog Form
 (always attach a quote or document with product info)
OR
 Use a PunchOut Supplier in MT\$ource



Requesting Services on Campus?

Contracts/Agreements ARE REQUIRED

these need to be processed, approved, and signed before the service starts.

[Contract Office - Templates](#)



Truist Log-In Monthly

even if no purchases are made
 Windows Computers → Chrome browser
 Apple Computers → Safari browser

See PipelineMT

Employee Resources → Truist



Vending Machines on Campus

Pepsi: Refunds provided by Pepsi. Complete the [Pepsi Refund Request](#) online.



Snack Machines: Refer to information on machine for assistance.
 National Vending: Call 866.796.8363 or send an email to info.usa@itsinreach.com.