Rowdy Exchange Training Classes Begin This Month

The Rowdy Exchange is the new one-stop platform for purchasing goods and services at UTSA. The Rowdy Exchange project team is now conducting system testing and developing training. The team urges everyone involved in purchasing to take the mandatory training so that we are all ready for the July launch.

Sign up for Rowdy Exchange training now:

- Pilot Requestor Training: for members of the user acceptance testing team.
- Rowdy Exchange Procurement Process Overview #AM0869
  - For UTSA employees who currently use a procard, create and approve requisitions, and order goods and services.
  - Learn about Rowdy Exchange and how to set up profile, shop and approve in Rowdy Exchange.
  - May 25 to July 31
- Rowdy Exchange Procurement Requester Training #CT0990
  - For select group of employees who currently enter requisitions.
  - Learn how to purchase goods and services in Rowdy Exchange and enter all the required information.
  - June 5 to July 31

Year-End Is Around the Corner

In preparation for year-end, the Controller’s Office will host End-of-Year workshops at the main and downtown campuses. Departments may download the Year-End deadlines to their Outlook calendar, as well as the Year-End presentation. Both will be available early June.

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<tr>
<th>Date</th>
<th>Location</th>
<th>Venue</th>
<th>Time</th>
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<tbody>
<tr>
<td>June 9</td>
<td>Main Campus</td>
<td>Retama Auditorium, UC 2.02.0</td>
<td>9-11 a.m.</td>
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<td>June 14</td>
<td>Downtown</td>
<td>BV 1.326</td>
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State Creates New Airfare Rule

Effective Jan. 24, 2017, ALL airfare paid with state or federal funds must be procured using a state credit card (e.g., CLIBA, TAC, OneCard). See Texas Administrative Code 20.413.