

Purchasing and Distribution Services Department

NOVEMBER 2011

MONTHLY TIPS

TIPS

- ▶ Procard Restricted Purchases
- ▶ The Central Receiving Warehouse welcomes Damien Wilkerson and Jeff Nichols to the team.

Thanksgiving
Holidays
November
24 & 25

▶ Procard Restricted Purchases

- Airline tickets
- Any agreement or renewal of the agreement requiring a signature
- Any product such as software, on line services or licenses requiring acceptance by clicking I ACCEPT, I AGREE or SUBMIT
- Car rentals
- Carwashes
- Computer, electronics, video equipment over \$500.00 including shipping
- Cylinder gases
- Flowers (only special event cardholders)
- Fuel
- Gift cards
- Personal items
- Potential hazardous chemicals
- Prescription drugs or medicines
- Recurring charges which may exceed \$5,000.00 within a fiscal year, such as cell phone billings
- Social or recreational memberships
- Travel

- Wal-Mart or HEB Purchases (only special event cardholders)

For additional restrictive purchases visit www.utsa.edu/pds/procard/restrictions.cfm for more restricted purchases or Business Contracts Office at <http://www.utsa.edu/purchasing/contracts/> for agreement guidelines.

▶ Central Receiving welcomes Damien Wilkerson and Jeff Nichols to the team.

Damien Wilkerson joined the team last August. A former warehouseman and delivery driver. Damien enjoys Maui Thai and American Boxing.

Before **Jeff Nichols** joining the team last September, he worked in the UTSA Facilities Operation and Maintenance Department for 10 years. Jeff also served in the US Air Force for 21 years.



Damien Wilkerson and Jeff Nichols

PURCHASING AND DISTRIBUTION SERVICES DEPARTMENT

Visit WWW.UTSA.EDU/PDS

- Purchasing Office
- Business Contracts Office
- HUB Program Office
- Procard Compliance Office
- Central Receiving
General Stores
- Mail Services Main Campus
- Downtown Campus Business Administration
Mail Services and Receiving
Records Retention Storage Facility

YOUR PARTNER FOR SUCCESSFUL SOLUTIONS !!

