

Ordering Quick Reference

UTSA Purchasing

Requisition, purchase order (PO), receiving

Safest, most proactive method of ordering from a compliance perspective

[Purchasing](#)

[Central Receiving](#)

[Historically Underutilized Business \(HUB\) Program](#)

[Texas Prompt Payment Law](#)

Invoices must be submitted to disbursements.travel@utsa.edu for processing

Be aware of [purchases with specific requirements](#) (a section in the [Purchasing](#) financial guideline). These purchases may require Purchasing and other departments' involvement.

One Card

If using the One Card, make sure what you are buying is allowed, otherwise use a requisition

[One Card Program](#)

[Texas Prompt Payment Law](#)

The One Card can be used for the following:

- Expenses for authorized travel on behalf of UTSA business
- Certain hospitality expenses while conducting UTSA business
- Goods/services within established monthly and single transaction limits

Do not use One Cards for businesses or commodities with [restrictions](#) (a section in the [One Card Program](#) financial guideline), unless otherwise specified. Submit a requisition to generate a PO instead.

Non-PO voucher (non-purchase order voucher)

Limited use: If initiating a non-PO voucher, make sure prior that it is allowed (see right column)

1. Best practice: Review this list before the order is placed and

Types of eligible non-PO voucher expenses:

1. Citibank (One Card payments)
2. Memberships/subscriptions
3. Registrations
4. Publications

UTSA Purchasing

<p>ensure a non-PO voucher is allowed. Otherwise, submit a requisition.</p> <p>2. If you place an order for something that is not eligible for a non-PO voucher, you will need to submit an after-the-fact request (non-compliant purchase)</p> <p>Texas Prompt Payment Law</p> <p>Business-Related Hospitality and Entertainment</p> <p>One Card Program</p> <p>Memberships Paid by University Funds</p> <p>Travel Reimbursement</p> <p>Travel Advances</p>	<p>5. Entertainment, artist or promoter contracts</p> <p>6. Service agreements</p> <p>7. Non-employee reimbursements</p> <p>8. Participant and team/group travel advances</p> <p>9. Purchases from UTSA preferred suppliers (see note below)</p> <p>The limit for non-PO vouchers is \$15,000.00.</p> <p>Note: A copy of the approved contract is not required on non-PO vouchers when using a UTSA preferred supplier (e.g., Aramark). Visit the preferred suppliers listing.</p>
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