The Procard Office is moving! Beginning January 2, 2012, the Procard Office will begin operating under the Office of the Controller in Financial Affairs. The transition will consolidate the Procard and Travel Card operations under one office, and should provide more of a “one-stop shop” for departmental card services.

The only change cardholders should notice is the change in location, UH Building 5, 1.216, for submission of forms, applications and correspondences. Procard forms and other information will remain on the Purchasing and Distribution Services website through February 2012.

Cardholders will continue to contact Anne Jackson, Procard Specialist, at 458-4059 or ProardOffice@utsa.edu.

PDS says good-bye to Procard Specialist. After four years in the Purchasing and Distribution Services Department, Anne Jackson, Procard Specialist, will move to Procard/Travel Cards Administration (PTCA) Office. This new office operating under the Controller’s Office, January 2, 2012, will provide assistance for the Procurement Card as well as the Travel Card Program.

Anne began her UTSA career in 2006 as a temporary Administrative Associate in Housing and Residential Life.

Anne will be missed and her PDS family wishes her the best.

The Phone number for Anne Jackson, Procard Specialist, will continue to be 458-4059.

UTSA HUB Program Recognition Ceremony honored 33 employees and 8 departments for their support and contribution to Texas HUBs. Dr. Gage Paine, Vice President for Student Affairs and Pamela Bacon, Associate Vice President for Administration were guest speakers at the ceremony.

Consolidated Office System (COS) is the most recent vendor added to the UTSA Supplier Mall. COS, a local HUB provider offers products determined to be a great value for UTSA. Visit the UTSA Supplier Mall online at http://www.utsa.edu/purchasing/suppmall/index.cfm to find the latest information about UTSA’s preferred suppliers.