Leadership UTSA 2012-2013. Julie Gohike, Purchasing Buyer, was selected to participate in Leadership UTSA 2012-2013. The program designed to cultivate leaders within the university was developed by John Frederick, Provost and Vice President for Academic Affairs, and Gage Paine, Vice President for Student Affairs, in 2009. Currently, Julie is completing her 2-year tenure on the UTSA Staff Council, representing Business Affairs, which ends August 31, 2012.

FY12-13 Procurements. Departments can begin submitting purchase requests (PB4's) to extend current or establish new contracts for equipment, maintenance agreements, software licenses and other serve contracts for FY12-13. Delivery or receipt are not permitted prior to September 1, 2012.

Central Receiving Deliveries. Departments should keep in mind that Central Receiving functions as a central receiving and delivery area for the campus, with a primary focus on receipt and departmental delivery of goods. Central Receiving is not designed as a traditional warehouse storage facility, and does not maintain space for warehousing goods. When placing orders, Departments should therefore be ready for acceptance of the order upon receipt by Central Receiving. Visit http://www.utsa.edu/pds/crw/.

REMINDER: Procard Program. The Procard Compliance Office transitioned from the Purchasing and Distribution Services Department to the Office of the Controller in Financial Affairs on January 2, 2012. Procard related questions or assistance should be directed to Procard/Travel Cards Administration (PTCA) at http://www.utsa.edu/financialaffairs/ptca/contact.html. Procard guidelines are located at http://www.utsa.edu/financialaffairs/opguidelines/. All Procard forms and worksheets are located at http://www.utsa.edu/financialaffairs/Forms/.