TIPS

► Procard Restricted Purchases
- Airline tickets
- Any agreement or renewal of the agreement requiring a signature
- Any product such as software, online 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.