Purchasing and Distribution Services
Department

DECEMBER 2010

TIPS

- 2010 Annual HUB Recognition Program
- Purchasing Cooperatives drives purchasing discounts
- The Supplier Mall supports UTSA sustainability
- November 6 — December 5 VP7 Final Approval Deadline
- Procard Office continues business as usual

The 2010 Annual HUB Recognition Program held Monday, Nov. 8 honored HUB advocates who played key roles in the HUB Program’s success. HUB Advocates: Gloria Alanis, Virginia L. Garcia, Wanda J. McNair, Brenda Barron, Maureen A. Carroll, Kevin Bryan, Lisa Johnston, Claudia Shakoor, Rosalinda Luera, and Felix Hernandez. HUB Department Advocates: Art Gallery, Biology Department, General Stores, Facilities Administration and ITC Advancement and Membership. Buyer of the Year: Yvette Medina. Outstanding Staff Coordinating Group Member of the Year: Orestes Hubbard, Director, Minority Business Enterprise Center.

Purchasing Cooperatives provide an efficient method for making purchases by pooling the purchasing power of public agencies to make governmental procurement more efficient. The cooperatives provide quantity driven discounts while meeting UTSA Purchasing Rules. For a list of Cooperatives, visit the UTSA Supplier Mall at www.utsa.edu/suppliermall and click on “Sustainability Resources” under Menu.

VP7 Approval Deadline: VP7 vouchers generated between Nov. 6 - Dec. 5 must be final approved by 5:00 p.m., Thursday, Dec. 16.

Procard Office continues business as usual until Citibank Procurement Card Program is implemented.

MAIL SERVICES
MAIN CAMPUS
December 27—31, 2010
8:00 a.m. – 5:00 p.m.
Window Assistance Closed
8:15 – 9:30 a.m.

WINTER HOLIDAYS
Skeleton Crew Work Days
December 27—31, 2010

PURCHASING AND DISTRIBUTION SERVICES DEPARTMENT
Visit WWW.UTSA.EDU/PDS

Purchasing Office
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

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