Purchasing and Distribution Services Department

FEBRUARY 2011

TIPS

► Electronic equipment purchases over $500.00 are restricted commodities. Departments must create a purchase order and should not use the procard.

► Gifts are restricted Procard purchases. Birthday gifts, holiday gifts, and gifts cards are restricted purchases. The procard should never be used to purchase gifts. Review the Financial Affairs Hospitality and Entertainment Guidelines for more information.

► Plaques and flowers for employee recognition may be purchased using the procard. These are acceptable purchases; however, departments must follow Financial Affairs Hospitality and Entertainment Guidelines and attach an approved Business Expense Form to the Procard Transaction Log.

► Departments changing M & O default account numbers must notify Define Services at define.services@utsa.edu and the Procard Office at procardoffice@utsa.edu, as soon as the change occurs.

► Purchasing from HUB Vendors (AM 554). Learn what tools are available to help support local businesses and how it would be beneficial to the University. Upcoming classes will be held on Feb. 25, Mar. 22, and Apr. 12. For additional information contact Irene Maldonado, HUB Program Manager, at ext. 4068.

► VP7 Final Approval Deadline. It is the responsibility of the procard cardholder, reviewer, and final approver to ensure VP7 vouchers are timely approved.

► How to cancel a purchase order? Departments must contact their department Purchasing Office Buyer or send an email to the Purchasing Office.

► Purchasing and Distribution Services Department holds ribbon cutting in honor of the new sidewalk. The sidewalk is located on West Campus, extending from Central Receiving Warehouse to the Business Service Annex.

Jennifer Salyers, Roy Garza, Paul Duke Julie Golke, Maureen Greger, Pamela Bacon and Peggy Metzger watch as Juan Macias and Richard Wollney, Jr. cut the ribbon. Photo taken by Irene Maldonado.

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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