All UTSA purchases are subject to the Texas Open Records Act and can be viewed by anyone including vendors and the media.

PDS Supports Adopt-a-Family Program. PDS Staff partnered with Olmos Equipment Inc. in support of the Family Services Association holiday giving program, Adopt-a-Family. The adopted family received clothing, household items, toys and much more for Christmas. The program’s goal is to build self esteem and strengthen family infrastructure.

Hold on new Procard Applications. The Texas Comptroller of Public Accounts awarded a contract for Procurement and Corporate Travel Charge Card services to Citibank. During this transition, the Procard Office has temporarily placed a hold on processing new Procard applications. Departments are asked to delay submitting new applications for the next 30 days.

Professional Memberships no longer Procard restriction. With departmental approval are no longer a Procard restriction. Social Memberships continue to be a restricted Procard purchase. [Link to more information]

Benefits of Using a HUB Vendor. In support of the UTSA HUB Program, departments are reminded that many purchases made from a large company can also be made through a HUB, at the same price. For example, making a technology purchase through the State DIR program for Dell products. By using a HUB on the DIR contract list, there are two-fold benefits: 1) local support for the products and 2) UTSA receives HUB credit for the purchase. For more information go to [Link to DIR website] or contact, Irene Maldonado, HUB Program Manager at ext.4068.

VP7 Final Approval Deadline: Procard purchases made between Dec. 7, 2010 and Jan. 5, 2011 must be final approved in DE-FINE by 5 p.m., Friday, Jan. 21st.

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Texas Open Records 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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