Purchasing and Distribution Services Department

- Begin planning now for end of year purchasing – Tentative last day to purchase utilizing current fiscal year funds with the UTSA procard is August 19, 2010. For more information on FY09-10 Year-end Purchasing Dates see the Announcements at the Purchasing web site: http://www.utsa.edu/purchasing.

- It is the responsibility of the individual Cardholder, Reviewer and Final Approver to ensure VP7 documents receive final approval and have been appropriately reconciled by the monthly deadline.

- Single Purchase Limit on Procard purchases may never exceed $5,000.00. Never Split Purchases to circumvent the $5,000.00 Single Purchase Limit.

- Current Procard Cycle: July 6—August 5, 2010

- Attach original itemized receipts to your Procard Transaction Log.

- Special Event Cardholders can now enroll in Business Related Hospitality and Entertainment, AM 553.

- To Track Third Party Vendor shipments, UPS, FedEx or DHL, go to http://www.utsa.edu/pds/crw/carriers.cfm and enter tracking number.

- Remember UTSA is tax exempt. http://www.utsa.edu/pds/procard/forms.cfm

PURCHASING AND DISTRIBUTION SERVICES DEPARTMENT OFFICES

Purchasing Office  Central Receiving
Contracts Office  General Stores
HUB Program Office  Mail Services
Procard Compliance Office  Main Campus

Visit www.UTSA.EDU/PDS/