TIPS

► Personal items (flowers, gifts, beverages, clothing, etc.) should not be shipped to UTSA requiring Central Receiving delivery. Buyer beware... Central Receiving deliveries should only be UTSA purchased items not personal products.

► Today’s Business Solutions is part of the purchasing supplier mall. To obtain a password and start saving the department money, please contact Priscilla Luna at priscilla@todaysbusinesssolutions.com

► Today’s Business Solutions and OfficeMax will be visiting the campus on Thurs. March 10, 2011. Representatives will be meeting customers and distributing catalogs. Departments are able to schedule a meeting with Earnest Hoover from Office Max at 210-352-0029.

► Sole Source Justifications are ONLY used for purchases of goods and services which are unique to ONE source and used to document the absence of competition. Although the form is internal to UTSA, it is open to public inspection and should fully explain the lack of competition for a purchase. For assistance with Sole Sources, contact one of the Buyers in Purchasing and Distribution Services.

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

► JP Morgan Chase Bank state contract has been extended until Aug. 31, 2011. This will provide state entities additional time for a smooth transition to CitiBank.

► New Procard applications are now being processed through the Procard office. Departments are able to scan the applications and e-mail them to the Procard office. http://www.utsa.edu/pds/procard/forms.cfm

► The Annual Vendor Fair is scheduled at the Downtown location Wed., April 6, 2011 from 8:30 am to 1:00 pm in the Meeting Assembly Room, (Buena Vista Bldg.) Main Campus Vendor Fair will be held on Thurs., April 7, 2011 from 8:30 am to 1:00 pm at the Athletic Convocation Center. Everyone is welcome.

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

 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

YOUR PARTNER FOR SUCCESSFUL SOLUTIONS II

Daylight Savings Time Begins Sunday, March 13th

Spring