“Did you know commonly used items such as cellular phones, laboratory animals, microscopes, and other commodities can be purchased through “Cooperatives” such as DIR or E&I? Most cooperatives meet purchasing requirements which means a competitive solicitation or sole source justification is not required. Items purchased through cooperatives have considerable discounts and may allow the University additional benefits such as HUB credit or rebates based on volume purchasing.

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.

**www.utsa.edu/purchasing** is a great place to locate Purchasing related information. The “Faculty/Staff Info” link on the left hand side of the page contains purchasing policies and procedures, forms, buyer assignments as well as a handy link to Point Plus. While on the website, remember to visit the “SUPPLIER MALL” by clicking on the link on the left hand side of the page.

Any changes to your Procard i.e., name change, department change, default account number change, expired grant account, Final Approver name change or UTSA separation send an email to **DEFINE Administration** at Define.Services@utsa.edu and the **Procard Compliance Office** at ProcardOffice@utsa.edu.

Deadline to final approve VP7 vouchers for Procard purchases posted between August 19, 2010 and September 6, 2010 is 5 p.m. Tuesday, September 28, 2010.