The Procard Office is now operating under Financial Affairs — reporting to the Controller's Office — and is now known as the Procard/Travel Cards Administration (PTCA) Office. Existing Procard Office staff have relocated from the Main Campus to University Heights (UH), building 2, suite 1.216.

PTCA staff members Anne Jackson and Lisa Bixenman administer UTSA’s Procurement Card (Procard) and Travel Card Program. Departments should contact this new office for assistance with any of the following services:

- Application processing (Procard and Corporate Liability Individual Billed Account (CLIBA) cards only)
- Cardholder training
- Cardholder maintenance (Citibank and/or DEFINE related):
  - Credit Limit
  - Merchant Category Codes (MCC)
  - Activation and deactivation
  - Authorized to Inquire (ATI) access (CLIBA card only)
- Process requests to change the electronic review and approval process for Procard payments.

In addition, this office also performs the following functions:

- Reporting/Compliance
- Collections
- Reconciliations
- Procard audits
- Generate Procard payments on behalf of departments.

The Controller’s Office and the Purchasing & Distribution Services Department are working together to complete the department website transition from the Procard website (www.utsa.edu/pds/procard/) to the new PTCA website (www.utsa.edu/financialaffairs/ptca/).

Procard forms and guidelines will remain available on the Procard website until the website transition is completed, however, Procard cardholders are encouraged to visit the new PTCA website.

Procard office staff will retain the same phone number. Cardholders may also contact PTCA via email at procard.travelcard@utsa.edu. As a reminder, all Procard forms and correspondence should be sent to the new office location.

For more information related to the transition, contact Anne Jackson (ext. 4059), Lisa Bixenman (ext. 7993), Rita Sutton (ext. 4063) or Diana Ollervidez (ext 6915).