Procard holders are responsible for all purchases and should not allow anyone to use a Procard issued in their name.

Disbursements and Travel Services assist on questions regarding Object Codes for payment. An Object Code is a four digit code used to categorize a transaction. When processing documents in DEFINE all transactions must have an Object Code. A list of Object Codes can be found in DEFINE, GG8 or GG9 commands.

VP7 Final Approval Deadline. It is the responsibility of the Procard cardholder, reviewer and final approver to ensure VP7 vouchers are approved in a timely manner.

Departments utilizing travel agencies must keep in mind travel agency payments are not exempt from competitive procurement requirements. In order to satisfying purchasing requirements, UT System has established travel agency contracts for departmental use. For a complete list refer to http://www.utsa.edu/travel/StateContractedVendors.htm.

Travel Agency purchases estimated to exceed $5000, and not utilizing the approved travel agency contracts must be routed through the Purchasing Office utilizing an electronic purchase request (PB4). Departments should allow a minimum of three weeks to complete a competitive solicitation on travel agency requests between $5-25K, and a minimum of six weeks for travel agency requests exceeding $25K.

UT Systems require Procard purchases over $500.00 be in good standing prior to purchase. Departments can access in-state and out-of-state vendor status at the State Controller site https://cpafmprd.cpa.state.tx.us/tpis/search.html.

The Purchasing Office and Fisher Scientific will hold a Vendor Show on Thursday, April 28th, from 10:00 AM to 1:00 PM in the BSB, Loeffler Room 3.02.02. Everyone is welcome.

The Annual UTSA Vendor Fair will be held at the Downtown Campus on April 6th and at Main Campus on April 7th from 8:30 AM to 2:00 PM, both locations. Take advantage of meeting several UTSA Preferred suppliers such as Today’s Business Solutions, Commonwealth Computers, Austin Ribbon Computers, SHI Government Solutions and Bill Miller’s Bar-B-Q.

Vendor Fair 2010