

April 6, 2009

Health Science Center Vendor:

Please be reminded that only the Purchasing Department at The University of Texas Health Science Center at San Antonio is authorized to award official agreements for the purchase of goods and services and issue purchase orders.

The signing of your agreement by others at The University of Texas Health Science Center at San Antonio or work assignments you receive that are not authorized through the Purchasing Department **are not valid** and may adversely impact your company receiving payment for goods/services rendered.

If you have agreements not issued by the Purchasing Department, or if you do not have a valid purchase order number, please notify the Purchasing Department at (210) 562-6200.

Please forward copies of this letter to the appropriate members of your company.

Thank you for your support and assistance. We look forward to meeting with you.

Cordially,



Vikki Foster Ross  
Director of Purchasing/HUB Programs

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