

Purchasing and Distribution Services Department

September 6, 2016

Notice from Purchasing Office

On September 1, the Purchasing Office completed encumbrance roll. Encumbrances associated with over 1,700 purchase orders were rolled into the new fiscal year. Departments are encouraged to run the [open encumbrance report](#) and review rolled purchase order(s). If a purchase order has not rolled but was expected to, please send an email to the Purchasing Office with a list of purchase orders that need review.

Questions regarding this notice can be sent to the Purchasing Office central email at purchasing@utsa.edu or call ext. 4060.

Sincerely,

Purchasing Services