



THE UNIVERSITY of TEXAS
HEALTH SCIENCE CENTER
AT HOUSTON

PROCUREMENT SERVICES

New Vendor Code Request Processing

ANNOUNCEMENT

Effective Monday, March 16, 2009, Procurement Services will process all vendor code requests. This includes, Consultant (**Miscellaneous Services**), Employee, Refund, Resident, Petty Cash/Change Fund, HCM, along with Supplier, Hotel and Universities. This change will centralize the Vendor File Maintenance process. The entering of vendor code requests by users will remain the same.

Procurement Services has established a 48 hour turnaround for processing all vendor code requests. We plan to make this transition as easy as possible for our customers.

Should you have any questions, please feel free to contact:

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Thank You,

Lori Hill, MBA

Procurement (BuyCard / Central Admin)

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