

DATE: January 27, 2005

TO: Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans and Vice Presidents, and Departmental Administrators

FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs and
Chief Financial Officer

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SUBJECT: Office Products HUB Vendor

Office Max, the multinational office products distributor, merged with Boise Office Solutions in 2004. In 2005, Office Max entered into a mentor-protégé program with Today's Office Centre, a minority owned, HUB certified office products distributor available to provide office products to UTHSCSA customers. Through the mentor-protégé program, Office Max will support distribution and fulfillment for Today's Office Centre so the customer service and consistent products we've purchased through Boise Office Solutions/Office Max will continue to be available.

Effective February 2, 2005, all office products previously available and ordered through Boise Office Solutions/Office Max will be available and ordered through Today's Office Centre, Vendor ID No. 0000020772.

The new *2005 UTHSCSA General Stores Office Products Catalog* will contain the vendor identification number for Today's Office Centre that should be used for all orders placed for products from this catalog. The new *2005 UTHSCSA General Stores Office Products Catalog* will be available at the General Stores Annual Office Products HUB Vendor Show to be held in the auditorium foyer on February 2, 2005 from 9:00 a.m. to 12:00 p.m. We will be collecting the outdated *2004 UTHSCSA General Stores Office Products Catalog* as well as any outdated *Today's Office Centre Catalogs* you may have on hand at the vendor show. Please bring these catalogs to the show where they will be collected.

If processing a requisition for office products previously ordered from Office Max or Boise Office Solutions, the HUB vendor, Today's Office Centre, should be used. Effective February 2, 2005, the vendor identification numbers for Boise Office Solutions and Office Max will not be available to web requisitioners for ordering. Orders placed prior to be February 2, 2005 with these vendor IDs will be processed and paid as usual.

If you have any questions about this change, please contact General Stores at generalstore@uthscsa.edu or 567-5982 or for those orders not processed through the General Stores please direct questions to Purchasing at PurchAdmin@uthscsa.edu or 567-6030.

Please distribute this information to web requisitioners, office supply coordinators, and other relevant individuals in your department.