



PROCUREMENT AND CONTRACTING SERVICES

Contracting
Receiving
Small Business

Printing Services
Surplus Property
Stores Program

Purchasing
Postal Services

New Contract for Temporary Employment Services

Contracts are Valid from July 1st, 2011 through June 30th, 2016

The University of Arizona has awarded contracts to the following three employment agencies to provide University Departments, located on campus and within Pima County, with temporary employment services as the need arises: **A & M Personnel Services; Allstaff Services; and Employment Hotline.** Departments outside of Pima County may use any agency which will meets their needs.

These campus wide contracts are the result of a Request for Proposal (RFP) process. The proposals were evaluated on the following criteria: Ability to meet the anticipated needs in the three specific classification categories as well as the rest of the position titles; pricing; the agency's business practices; and the overall competence, compliance, format, and organization of the proposal. The evaluation committee consisted of representatives from Human Resources and Procurement and Contracting Services.

Some departments are currently using agencies that were not selected for this contract. It is NOT our intention to have you immediately discontinue using the services of these non-contract agencies. Departments will be able to continue to use the temporary employees until their current assignment is completed without having to change agencies.

For any new requirements, departments will need to utilize the new contract agencies, as long as they can furnish your needs. If they are not able to satisfy your needs, you may use any agency that can meet your needs. However, you will need to provide documentation as to why you did not use one of the contracted agencies if asked for. Please contact Rob McMullen at (520) 621-3067 to discuss any concerns you may have with the transition to the new contract vendors.

Ordering process: When you have the need for a person to fill your "temporary" employment needs, you will need to contact one or more of these agencies. Human Resources has identified specific position titles in three categories (High Demand/Pool, General Staffing, Computing & Technical), as the most often required positions for temporary help at the University. If you require a position that is not listed in the tables on the following pages, you may contact any of the three contract agencies. The maximum billable rate for these non-specific titles is not to exceed the University's mid-point per hour rate pricing.

New Contract for Temporary Employment Services Continued

Ordering process continued: Departments can go to the following web page:

http://www.hr.arizona.edu/04_cb/comp/tools.php. Once you are at this site, click on “Classified Staff Job Descriptions” to determine the pay grades for each title listed. Then click on “Classified Staff Pay Schedule (PDF)”. There are three sets of hourly pay rates listed. The billable rate to the University is negotiable, but is not to exceed the midpoint hourly rate.

Payment Process. The agency you choose will provide you with an invoice. You will need to first verify the charges on the invoice. You will then need to contact the agency and give them your **P-Card** information; **or** you may attach the invoice to a completed **Check Request** and send it to accounts payable. Please reference **RFP #L021101** on the Check Request document. Whichever way you decide to handle the invoice for payment, **it needs to be done promptly**.

Restrictions. Temporary employees are not allowed to drive University vehicles.

Agency Contact Information:

A & M Personnel Services

1661 N. Swan Road, Suite 100
Tucson, AZ 85712
Tom Campbell
Tele #: 323-8778
Fax #: 323-6793
Email: amstaff@ampersonnel.com
Office Hours: 8:00 AM to 5:00 PM, M-F

Allstaff Services

6400 E. Grant Road, Suite 180
Tucson, AZ 85715
Jana Olsen
Tele #: 296-1666
Fax # 296-1655
Email: jolsen@allstaffaz.com
Office Hours: 8:00 AM to 5:00 PM, M-F

Employment Hotline

3210 E. Ft. Lowell Road, #110
Tucson, AZ 85716
Betty McClure
Tele # 795-1907
Fax # 795-1987
Email: betty@employment-hotline.com
Office Hours: 7:45 AM to 5:00 PM, M-F

Please see below for the specific positions and the billing rates and vendor information

High Demand / Pool Positions

| Title | A & M Personnel Services | Allstaff Services | Employment Hotline |
|--------------------------------|---|-----------------------------------|-----------------------------------|
| | Billable Rate per Hour | Billable Rate per Hour | Billable Rate per Hour |
| Administrative Assistant | \$12.45 | \$14.75 | \$12.00 |
| Cashier | \$ 8.55 | \$10.25 | \$10.00 |
| Cashier, Sr. | \$10.60 | \$10.90 | \$10.50 |
| Custodian | \$ 9.60 | \$10.90 | \$10.40 |
| Custodian, Lead | \$ 9.60 | \$12.30 | \$11.50 |
| Dining Services Attendant | \$ 8.80 | \$10.25 | \$10.00 |
| Dining Services Attendant, Sr. | \$ 9.60 | \$10.90 | \$10.50 |
| Event Attendant | \$ 7.09 | \$ 8.80 | \$ 9.50 |
| Laborer | \$ 9.60 | \$10.90 | \$10.40 |
| Library Assistant | \$10.08 | \$10.25 | \$10.00 |
| Library Assistant, Sr. | \$10.87 | \$12.30 | \$10.80 |
| Office Specialist | \$11.59 | \$12.30 | \$10.80 |
| Office Specialist, Sr. | \$13.03 | \$14.75 | \$12.00 |
| Office Assistant | \$10.42 | \$10.25 | \$ 9.60 |
| Office Assistant, Sr. | \$11.23 | \$11.45 | \$10.80 |
| Parking Attendant | \$ 8.63 | \$10.25 | \$10.00 |
| Receptionist | \$ 9.79 | \$10.25 | \$ 9.60 |
| Sales Assistant | \$ 8.80 | \$10.25 | \$10.00 |
| Secretary | \$10.11 | \$11.45 | \$10.80 |
| Secretary, Administrative | \$11.89 | \$12.30 | \$11.40 |

Please see below for the specific positions and the billing rates and vendor information.

| GENERAL STAFFING POSITIONS LISTED BY TITLE | A&M Personnel Service Billable Rate per Hour | Employment Hotline Billable Rate per Hour |
|---|---|--|
| Accountant Associate | \$15.60 | \$14.40 |
| Accounting Assistant | \$10.00 | \$10.20 |
| Accounting Assistant, Sr. | \$10.60 | \$10.80 |
| Administrative Associate | \$15.85 | \$16.80 |
| Curatorial / Museum Assistant | \$10.60 | \$15.60 |
| Data Input Operator | \$ 9.40 | \$ 9.60 |
| Editor, Assistant | \$12.25 | \$12.00 |
| Events Coordinator | \$13.03 | \$11.70 |
| Events Coordinator, Sr. | \$14.00 | \$14.30 |
| General Maintenance Mechanic | \$ 9.39 | \$13.00 |
| General Maintenance Mechanic, Lead | \$10.05 | \$15.00 |
| Instructional Specialist | \$11.00 | \$12.00 |
| Interpreter / Translator | \$14.50 | \$15.60 |
| Interpreter / Translator, Sr. | \$16.20 | \$16.80 |
| Library Specialist | \$13.72 | \$13.20 |
| Library Specialist, Sr. | \$15.50 | \$14.40 |
| Library Supervisor | \$15.50 | \$15.00 |
| Mail Clerk | \$ 9.40 | \$ 9.60 |
| Mail Clerk, Lead | \$10.00 | \$10.20 |
| Maintenance Technician | \$11.15 | \$11.25 |
| Materials Handler | \$ 9.60 | \$10.65 |
| Materials Handler, Lead | \$ 9.60 | \$12.00 |
| Payroll Specialist | \$11.89 | \$12.00 |
| Program Aide | \$ 9.40 | \$ 9.60 |
| Program Coordinator | \$17.38 | \$14.40 |
| Program Coordinator, Sr. | \$23.55 | \$18.00 |
| Survey Interviewer | \$ 9.41 | \$ 9.60 |
| COMPUTING/TECHNICAL POSITIONS | | |
| Applications Systems Analyst / Developer | \$17.23 | \$16.80 |
| Applications Systems Analyst / Developer, Sr. | \$22.92 | \$20.40 |
| Computer Operator | \$11.46 | \$10.80 |
| Computer Operator, Sr. | \$13.13 | \$12.00 |
| Database Specialist | \$17.13 | \$16.80 |
| Database Specialist, Sr. | \$22.82 | \$19.50 |
| Data Entry Specialist | \$10.87 | \$10.80 |
| Designer / Drafter | \$21.22 | \$18.00 |
| Electronic Technician | \$17.13 | \$15.60 |
| Engineer | \$21.00 | \$21.60 |
| Engineer, Sr. | \$24.77 | \$24.00 |
| Graphic Designer | \$18.11 | \$14.40 |
| Graphic Designer, Sr. | \$19.59 | \$16.80 |
| Information Technology Support Analyst | \$17.13 | \$16.80 |
| Information Technology Support Analyst, Sr. | \$22.82 | \$19.20 |
| Information Technology Manager | \$27.00 | \$21.60 |
| Information Technology Manager, Sr. | \$29.20 | \$24.00 |
| Systems Administrator | \$17.13 | \$15.60 |
| Systems Administrator, Sr. | \$22.82 | \$19.20 |
| Systems Programmer | \$17.13 | \$16.80 |
| Systems Programmer, Sr. | \$22.82 | \$20.40 |
| Telecommunications Systems Tech | \$18.11 | \$16.80 |
| Website Designer / Developer | \$17.13 | \$16.80 |
| Website Designer / Developer, Sr. | \$22.80 | \$20.40 |

Enterprise Rent-A-Car and National Car Rental

Enterprise and National have recently extended a new national contract to the University that has reduced rates as well as other perks as mentioned below.

There are 2 comprehensive programs with set rates for the University of Arizona.

- For all travel in Arizona please use the account number, **LB1634**.
- For all travel outside Arizona please use account number, **XZ50223**.

When booking a reservation, it's as easy as clicking on the eLink below:

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refld=UNIVOAZ

Choose the hyperlink that applies, and then you are able to book.

HELPFUL INFORMATION ON NATIONAL CAR RENTAL

National is our primary rental car company at airport locations; the following benefits are available to you when renting from National:

- Emerald Club - Enjoy **bypassing the rental counter** with National's Emerald Aisle and Emerald Reserve services at most major North American airport locations.
- **Reserve a mid-size car and personally choose any available car** on the Emerald Aisle or the Executive Selection Aisle (depending on your level of service) and only **pay the mid-size car class rate** (Emerald Club Enrollment required).
- Earn credits towards free rental days or frequent flyer miles.
- Option to receive rental receipts via e-mail after every rental.
- Return your car quickly with Handheld Return Service (National agent on lot to greet you and provide receipt) at most major locations.
- One-way rental program.

To view a video of National's Emerald Club service click here:

<https://www.nationalcar.com/counterBypass.do>

HELPFUL INFORMATION ON ENTERPRISE RENT-A-CAR

Enterprise is a great option in the following situations:

Secondary location at the airport
Off airport/home city locations
Personal Rentals

- Long term rentals – Month or More Program

WHICH SERVICE SHOULD I USE?

For Local Arizona Business Travel:

Use Enterprise Rent-A-Car (**account LB1634**).
There are over 20 Tucson branches to choose from.

For Out of Arizona Business travel:

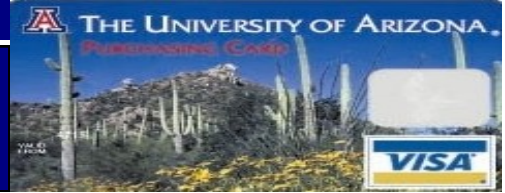
Choose Enterprise Rent-A-Car or National Car at the airport locations (**account XZ50223**).
We are in over 100 airport locations nationwide.

National Emerald Club Member Services:
1-800-962-7070

Enterprise Rent-A-Car Customer Service:
1-800-736-8222

**UA Contract ID#: XZ50223 (out of AZ rentals)
and LB1634 (Arizona rentals)**

*If you have any questions, please contact Ted Nasser,
Assistant Director at (520) 621-5449*



PURCHASING CARD (PCARD)

Do you hold the PCard role as an Approver in PaymentNet and also the role of Reconciler, but only have an Approver Login?

If so, you will need to contact Karen @ (520) 621-3288. Due to our PCard conversion to Kuali - all individuals that perform reconciliation of PCard transactions need to have their roles accurately reflected in PaymentNet for a successful conversion.

If you are a Reconciler or Approver have you begun running PaymentNet reports for data-mining of your department's transactions/ cardholder information?

** Keep in mind – Upon Kuali Go Live - Reconcilers and Approvers will no longer be working within PaymentNet. Now is the time to start this data-mining process.*

Do you have a question about which type of PCards (Individual or Department) would best suit your department's needs or what type of enhancements are available for PCards?

If so, please contact the PCard Office at (520) 626-9091. We will be happy to review your needs, go over options available, and help to determine what would work best for your area.

Would you like to schedule a Refresher PCard Policy Training for your Department or Liaison Refresher Training?

We can provide these trainings and included emphasis on specific topics and/or areas you would like covered. Just let the PCard Office know—call Karen @ (520) 621-3288 or Dureen @ (520) 621-3099.

Reminders:

- Prior to disputing any transaction the PCard Office must be contacted.*
- If you are contacted directly by JPMorgan Chase or you contact JPMorgan Chase (800) 270-7760 regarding a Lost/Stolen PCard or a fraudulent transaction and the bank cancels/reissues the PCard – Notify the PCard Office immediately (520) 626-9091 regarding the call. Any Lost/Stolen/Replacement PCards are to be sent directly to the PCard Office, not to the cardholder. (Only renewals should be going directly to the cardholder from JPMC)*
- When activating a PCard remember to use the last 4 digits of your EMPLID not your SS#.*

Surplus Property

Departmental Purchases

The Surplus Property department has a wide range of furniture available for departmental purchase at a fraction of the cost of new furniture. Department personnel are welcome to browse the storage areas for anything from a chair to a monitor. For purchase, all that is needed is an FRS account number. We will complete an inter-department form and have the authorized person on the account sign consenting to the purchase. Items may be taken or we will deliver to campus at no charge.

Turning In Surplus Property

All property whether it has a University of Arizona capital tag or not is disposed through the Surplus Property Office. Disposal requests are entered on line through the Surplus Property system. In the disposal request, you can indicate if it is going to be delivered to Surplus Property or if Surplus Property should do the pick up. There is no charge for the pick up service.

Surplus Property Auctions

Surplus Property conducts public auctions every two weeks on a Tuesday starting at 8:30am. Items may be previewed on line on the Friday prior to the auction. In person preview can be done on the Monday prior to the auction from 7:30am – 4:00pm. Our physical address is 1145 S. Warren, located by 22nd Street and Cherry.

SURPLUS PROPERTY

Auctions start at 8:30 a.m. Doors open at 8:00 a.m.
In Person Preview is on Monday prior to the auction from
7:30 a.m. to 4:00 p.m.

PUBLIC AUCTION DATES:

July 5, 2011
July 19, 2011
August 2, 2011
August 16, 2011
August 30, 2011
September 13, 2011
September 27, 2011

Online preview and proxy bidding are on Friday prior to the auctions after 5:00 p.m.

Auction website is:
uaauctions.arizona.edu

Did you know . . .

Several methods to place a bid: proxy bids may be placed on line until 8:00am the day of auction, bid in person at the auction or bid on line as the auction is being conducted.



SMALL BUSINESS UTILIZATION VENDOR SPOTLIGHT

Name: Sabino Artisan Chocolates
Address: 10110 N. Oracle Road, Suite 140
Tucson, AZ 85704
Phone: (520) 989-0466
Email: Dianne@sabinochocolates.com
Business: Tucson's First Artisan Chocolate Shop
Contact: Dianne & Pete Trinque

Remember, as a young child, the fun and exciting smells of pure milk chocolate in a candy store. Well, those days and more can be recaptured by utilizing and visiting Sabino Artisan Chocolates for departmental and personal chocolate needs.

Owned by Dianne and Pete Trinque, Sabino Artisan Chocolates had its open house in June and is ready to satisfy the chocolate loving community at special events, meetings, weddings, retirements and birthday parties.

Artisan, by the way, means hand-made with no preservatives, which makes the chocolate taste that much better, according to Pete Trinque. Some of the items that can be custom made are truffles, bon bons, marshmallows, solid molded items, chocolate-covered Oreos and pretzels and chocolate chipotle popcorn to name a few.

Turnaround time for orders are one to two days for small events and about a month for large scale events. What started off as a memory of childhood chocolate dreams is now a fun and delicious reality for Tucson and Southern Arizona.

So, for your next UA or personal event, give Dianne and Pete a call at (520) 989-0466.

For more information, please contact Ernie Webster, Small Business Utilization Manager, at 621-2888 or email at ewebster@u.arizona.edu.



Arizona BuyWays

New Information

OfficeMax and Staples will be new vendors added to the Arizona BuyWays site after July 1, 2011. We're still working closely with Invitrogen, PerkinElmer, and Bio5, and we hope to have these suppliers on the system by the end of the calendar year.



When returning an item, please use the Arizona BuyWays Return Form under the Quick Links section on the home page. Once the form is completed and submitted, a driver will arrive within three business days to pick up the return. It is recommended that the Arizona BuyWays return email received by the end user be printed and attached to the return package.

Also in the Quick Links section are links to the Arizona BuyWays home page on the Procurement and Contracting Services website, and the current Object Code Quick Reference guide, distributed by the Financial Services Office.

A number of Arizona BuyWays punch-out suppliers have a tracking feature available on their sites that allow users to track orders using a PO number. This allows the end user the ability to locate estimated ship dates, package tracking information, and backorder status.

Excluding occasional downtime required for maintenance, Arizona BuyWays is available 24 hours a day, seven days a week.

For more information on these and other Arizona BuyWays topics, please contact the Help line at 626-8979.

POSTAL SERVICES



Helpful links for all your mailing needs

The main page for the USPS (United States Postal Service) is <http://www.usps.com/>. This site will answer the most common questions for calculating postage and how to track your accountable mail. You can also order supplies and stamps from this page.

If you need a more in depth site that explains discounted mailings as well as all the rules and regulations dealing with the USPS, use this link: <http://pe.usps.gov/default.asp>. This site contains the Domestic Mail Manual and even Quick Service guides.

For important updates from the USPS about proposed new rules and regulations use this site: <https://ribbs.usps.gov/>

For information about areas affected by severe weather, natural disasters or labor strikes in the United States and International use: <http://www.usps.com/communications/news/serviceupdates.html>

Here is a link that will compare most shipping rates for your packages: <http://www.shipgooder.com/>

And of course our own website here at the University of Arizona Postal Services http://www.pacs.arizona.edu/postal_services

*If you have any questions, please contact Alan Burke,
Postal Services Manager at 621-7939*

SMALL BUSINESS UTILIZATION PROGRAM VENDOR SPOTLIGHT



| | |
|-----------|--|
| Name: | KCG Consultant Group, INC |
| Address: | 13312 North Heritage Club Place Marana, AZ 85658 |
| Phone: | (520) 572-4064 |
| Business: | Creates, Research and Develops Policies to Enhance Business Development |
| Contact: | Kathy Stanford-Jones |
| Email: | kathysj@kcgroup.com |

When campus departments are creating new policies or procedures, those policies need to be "...clear, concise, complete and correct," and the KCG Consultant Group is a Tucson business dedicated to helping UA achieve those goals.

"We can develop a personalized methodology for the creation of UA department policies that is very efficient and that breaks down the process into manageable tasks and steps," says KCG President, Kathy Stanford-Jones.

"Our Documentation services enhance the effectiveness of department initiatives by managing the documentation process. KCG can also provide training and support to the department's project team," she adds.

With more than 25 years of experience in this area, Kathy has successfully worked with and produced new policies for UCLA, Orange County Government Offices, Wells Fargo, ITT and a wide range of colleges and corporations. The methodology used to create new policies in the most efficient manner is the same regardless of whether used by universities, corporate or non-profit entities, Kathy says.

For more information on how KCG can assist your department, please call Kathy Stanford-Jones at (520) 572-4064.

For more information, please contact Ernie Webster, Small Business Utilization Manager, at 621-2888 or email at ewebster@u.arizona.edu.

UA Print Supplier Program

STATIONERY ORDERING

All University of Arizona letterhead, envelopes and business cards must be printed by Arizona Buyways / West Press.

See reverse for ordering details.

A graphic identity unifies an organization. It lets the world know we are working together and for the same goal. Along with the official UA logos, the stationery package helps us establish and maintain an identity that is distinctive and recognizably ours and is also highly cost-efficient for our institution.

Official print-ready UA logos are available for download from www.redbar.arizona.edu

Please contact us if you need any help.

UA Printing Services
220 W. 6th Street, Rm A516
PO Box 210300
Fax: (520) 621-6478

Karen Campasano (520) 621-9514
Email: ksc1@email.arizona.edu

Mauretta Allan (520) 621-7306
Email: mallan@email.arizona.edu



Creative Services

BioCommunications, located at the Arizona Health Sciences Center, offers a comprehensive range of graphic design and web development services to the UA community.

To discuss your needs, contact:
Rita Ellsworth (520) 626-7343
Email: ritae@email.arizona.edu

UA Procurement and Contracting Services has created the **Print Supplier Program** to help all units on campus save time and money on printing services. The print vendors chosen were judged to be superior for printing quality, customer service, prepress expertise, ability to meet deadlines and price.

The program has been designed to achieve the following:

- Pool the University's purchasing power to generate volume discounts for everyone who uses the program.
 - The volume discount is cumulative over the 5 year contract (*expires June 30, 2012*). The discounts started after the University spent \$100,000.00 dollars at each vendor.
 - Once the discount has been reached with a vendor all departments using that vendor will receive the discount on any future orders at that vendor.
- Create one standard method of payment for printing projects.
- Create the least interference between the vendor and the department ordering the printed projects.

BUSINESS MANAGERS: This program is easy to use!

- You will not have to do a DPR/RFP/MOF or save receipts and send them to FSO for scanning.
- There is no dollar limit on printing purchases in the **Print Supplier Program**.
- You do not have to use the lowest price vendor. You are free to use any vendor in the program who you feels most suits your needs.

Getting Started

Any University department can get estimates directly from vendors on the list or email the job specifications to Printing Services and will get estimates for you. When you are ready to place an order, fax an Interdepartmental Billing Form (*if the department requires one*) with the winning estimate to (520) 621-6478 or email to ksc1@email.arizona.edu. Otherwise an email with the FRS account number to bill is sufficient.

- Printing Services will issue a PO to the vendor.
- The vendor and department can now proceed with the order.
- The vendor issues the bill to Printing Services.
- Printing Services removes the money from the departments account and pays the vendor.
- There is no additional charge to departments to use the program.

UA Print Supplier Program Vendors

| Vendor (Tucson-area unless otherwise listed) | Contact | Volume Discount as of 3/2010 |
|--|--------------|------------------------------|
| AlphaGraphics CPS (3 locations) | 740-0911 | 4% |
| Arizona Lithographers | 622-7667 | 2% |
| Commercial Printing | 623-4775 | 1.5% |
| CP Graphics | 722-0707 | 1% |
| Excel Print Communications | 747-1908 | |
| Quiet Graphics | 326-8996 | |
| Spectrum Printing | 571-1114 | 3% |
| West Press | 624-4939 | 1% |
| Courier Graphics (Phoenix) | 480-694-2300 | 1% |
| Ironwood Lithographers (Phoenix) | 800-732-3239 | |

FROM THE PRESIDENT

When it comes to building a strong and cohesive image for the University, uniformity is essential. Our Office of External Relations has developed a model for elevating and unifying the University of Arizona brand. The plan takes into consideration the decentralized nature of this campus as well as the college and department needs. It is designed to ensure that all our communications promote the UA in a consistent and powerful way. Please take a moment to learn about the UA graphic standards and to adopt them for your college, department or program. As members of the campus community, we all share a commitment to the best interests of the entire University.

Regards,
Robert N. Shelton

GENERAL INFORMATION

- All letterhead, matching #10 envelope and business cards are printed on a recycled, natural white paper (cream colored).
- The ink colors for stationery products are UA blue and UA red.
- The UA has a long-standing policy which bans the printing of individual names on official letterheads and envelopes.

For more information and to see samples, visit www.pacs.arizona.edu/files/ua_stationery_Guide.pdf

How to order your stationery

ONLINE: <https://solutions.sciquest.com/arizona>

Tips

- Please make sure your email address is filled in on your Arizona BuyWays profile.
- If you are using Firefox please upgrade to the latest version.
- Some items will not be available online. Please call if you cannot find the item you are looking for.

To place your order using Arizona BuyWays / West Press

1. Login in to Arizona BuyWays
2. Create cart
3. Click "Add product"
4. Click on the West Press logo
5. Pick the product to order
6. Fill in the form
7. Select quantity. To see pricing, Click the "View" button above quantity box
8. Click "Refresh item preview"
9. Click "View the PDF"
10. Enlarge the PDF view
11. Save a copy of the PDF
12. Click "Add to cart"
13. Click "Order selected item now- Go"
14. Click "Transfer Cart"
15. Name your cart
16. Click "Save cart"
17. Either email proof or Click "place order"

For Business Cards Only:

In the "Taglines/Centers/Institutes" field you may choose one of the UA taglines from the partial list below or the name of a center or institute to appear in the lower left corner.

- Serving the State Since 1885.
- Arizona's Land-Grant University.
- The Leading Research University in the American Southwest.

The default for this field is blank.

PROOFING:

The .pdf you create is YOUR FINAL PROOF. Please **enlarge** and view it carefully and make any edits prior to placing your order.

Your order should be delivered in 7-10 days. **If you don't receive it, please call to check the status.**

To modify your order

1. Login in to Arizona BuyWays
2. Select draft cart and pull it to active card
3. Under Supplier/Line item Details Click on "Modify item"
4. Say yes to redirect
5. Lower right corner – change option to "Edit Selected items Now" Click go
6. Left side – Click on "part number"
7. You are now back at original form to make corrections or changes
8. Click "Refresh item preview"
9. Click "View PDF"
10. Save a copy of the PDF
11. Click "Add to cart"
12. Click "Order selected item now- Go"
13. Click "Transfer Cart"
14. Name your Cart
15. Click "Save Cart"
16. Either email proof or Click "place order"

Please contact us if you need any help.

UA Printing Services
220 W. 6th Street, Rm A516
PO Box 210300

Karen Campasano
(520) 621-9514
Email: ksc1@email.arizona.edu

Mauretta Allan
(520) 621-7306
Email: mallan@email.arizona.edu

PROCUREMENT & CONTRACTING SERVICES

Campus & Mailing Address: Univ. Svcs. Annex, #300A; P.O. Box 210300, 85721

Physical Location: 220 W. 6th St., 85701

<http://pacs.arizona.edu>

Purchasing Operations

Kirk Ketcham, C.P.M., Exec. Dir. of Procurement & Contracting Svcs 621-9513
Beth Lopez, Admin. Associate 621-3062
Administration FAX Number 626-5428
Ted Nasser, C.P.M., Asst. Dir. of Procurement & Contracting Svcs. 621-5449
Asst. Dir. FAX Number 621-5179
Jeff Wilson, C.P.M., Asst. Dir. Of Procurement & Contracting Svcs. 621-3097
Asst. Dir. FAX Number 626-8816
Gary Sapp, Special Asst. to the Dir. of Procurement & Contracting Svcs. 621-1721

Systems Administration/Customer Service

Purchasing Customer Service 621-1747
Purchasing FAX Number 621-5179
Arizona *BuyWays* Helpline 626-8979
FRS/On-line Requisition/dPR Helpline 626-4000
OLR/dPR Attachments "Only" FAX 626-8008
Lucy Soriano, Management Analyst, Sr. 621-7631
Management Analyst FAX Number 626-5428
Gail Hanson, MOSAIC-Kuali Resource Project 621-5701
Stephanie O'Donnell, Office Specialist, Sr. 626-4829
Laura Bonnano, (Temp) 621-1747
Valerie Sipp, Student Employee 621-1749

Business Office

Ruben Perez, Business Manager, Sr. 621-3400
Marisa Valdez, Admin. Associate 626-2354
Business Office FAX Number 626-5428

Small Business Utilization Program

Ernie Webster, Small Business Utilization Mgr. 621-2888
Small Business Utilization Program FAX Number 621-9847

Information Technology

Dan Henkel, Supp. Syst. Analyst, Sr. 626-3483

Contracting Office

Customer Service Number 626-3919
Contracting FAX Number 621-9847
Irma Alvarado-Sipp, Contracts Admin 621-0779
Cyndy Caccavale, Contracts Admin. 621-3857
Ernette Leslie, Contracts Admin. 626-3919

Contract Purchasing

Contract Purchasing Buying Team FAX Number 621-5179
Tom Fiebiger, C.P.M., Purchasing Manager 621-5933
Rob McMullen, C.P.M., Buyer Sr. 621-3067
John Bentley, C.P.M., Buyer Sr. 626-7439
Lila Sorensen, Buyer 626-3538
Denise Puella-Ruiz, Buyer 621-3871
Gloria Zimmerschied, Buyer 626-7926

E-Purchasing/Stores Blanket Section

Customer Service Number 621-3925
Customer Service FAX Number 626-8816
Arizona *BuyWays* Customer Service Helpline 626-8979
Jeff Wilson, Assistant Director 621-3097
Neil Schooling, E-Purchasing Proj. Mgr. 621-7315
Zoila Vasquez, Ofc.Specialist 621-3925

PROCUREMENT & CONTRACTING SERVICES

Campus & Mailing Address: Univ. Svcs. Annex, #300A; P.O. Box 210300, 85721

Physical Location: 220 W. 6th St., 85701

<http://pacs.arizona.edu>

Printing Services

Printing Services FAX Number 621-6478
Karen Campasano, Office Spec., Sr. 621-9514
Mauretta Allan, Office Specialist 621-7306

Purchasing Card Program

PCard Customer Service 626-9091
PCard Fax Number 621-1245
Karen Brookbanks, C.P.M., CPPB PCard Administrator 621-3288
Dureen Berg, PCard Coordinator 621-3099
Jeff Sembar, Office Spec. 621-5932

Warehouse Operations

21st & Warren, Bldg 458, PO Box 210458

Customer Service 621-1754
Customer Service FAX Number 798-0719
Laurie Rodriguez, Warehouse Mgr. 621-3438

Surplus Property

21st & Warren, #458, P.O. Box 210458

Customer Service 621-1754
FAX Number 798-0719
Oscar Jaramillo, Mat Handler Spvr., Sr. 621-1754
Cecilia Ortega, Office Supervisor 621-1754
Veronica Olivares, Office Assistant, Sr. 621-1754

Stores Production

Admin., 21st & Warren, PO Box 210458

Warehouse Counter, Customer Svc. 621-7975
Stewart Smith, C.P.M., Mat Supp. Storekeeper 621-7975
Steven Ravicchio, Mat Supp. Storekeeper 621-7975

Central Receiving & Delivery Team

Customer Service 621-3877
FAX Number 621-3196
Fred Martinez, Mat. Handler Spvsr. 621-3890
Delivery Team 621-3877

AHSC Receiving

Customer Service 621-4051
FAX Number 626-9749

Postal Services

21st & Warren, PO Box 210458

Customer Service 621-7939
Bulk Mail Services 621-9522
Bulk Mail Services FAX Number 628-7814
Alan Burke, Postal Services Manager 621-7939

PROCUREMENT AND CONTRACTING SERVICES (PACS) REFERENCE GUIDE

| | TELEPHONE | FAX |
|---|-----------|----------|
| Purchasing Office | 621-1747 | 621-5179 |
| Contracting Office | 626-3919 | 621-9847 |
| Stores Blanket Section Customer Service | 621-3925 | 621-1245 |
| Purchasing Card Program | 626-9091 | 621-1245 |
| Printing Services | 621-9514 | 621-6478 |
| Small Business Utilization Program | 621-2888 | 621-9847 |
| Arizona Buyways E-Commerce Helpline | 626-8979 | |
| FRS dPR/OLR Helpline | 626-4000 | |
| OLR/dPR Attachments “Only” Fax No. | | 626-8008 |
| Warehouse Operations: Surplus Property | 621-1754 | 798-0719 |
| AHSC Receiving | 626-4051 | 626-9749 |
| Central Receiving | 621-3877 | 621-3196 |
| Stores Production | 621-7975 | 621-3533 |
| Postal Services | 621-7939 | 628-7814 |

PACS Home Page Address: <http://pacs.arizona.edu/>

Purchasing Policy Manual: http://pacs.arizona.edu/purchasing_policies_manual

Credit Card programs: http://pacs.arizona.edu/pcard_policies_manual