ANNOUNCING THE MERGER OF TWO POSTAL SERVICE LOCATIONS

Procurement & Contracting Services (PACS) is pleased to announce the incorporation of the University Postal Services within the PACS department. In the interest of efficiency and for budgetary reasons the AHSC Postal Services will be merged with the Main Campus Postal Services, located at the 22nd Street University Warehouse. The integration of the two postal services will take place on Monday, May 3, 2010. AHSC mail service will not be affected.

By combining the two locations, Postal Services will be able to provide the campus and the College of Medicine areas with a more efficient mail distribution service. In the meantime, the entire University community will continue to receive the same high quality postal services which it has come to expect as well as greater efficiencies in the future.

NEW PACS WEB-SITE LAUNCHED!

Please visit our newly designed web site at http://www.pacs.arizona.edu. We hope you find the new site more user friendly and easier to navigate. Each section of PACS is located on the right hand navigation panel and can be accessed with one click. On the home page you will see a Spotlight section which will be updated with new policies, contracted vendors, upcoming events and other important information, so please visit us often.

Postal Services and Bulk Mail Services are excited to be joining Procurement and Contracting Services Department. At Postal Services, we have 11 full time employees with over 200 years of experience between them. Postal Services handles all the incoming and outgoing departmental mail for the University. This includes 1st class, standard, inter-campus mail and all accountable mail such as Express, Registered and Certified mail. Bulk Mail Services provides the capability of sending out automated, discount mail such as Non-profit, Presort Standard and even 1st Class. Nonprofit rates can save up 70% off normal 1st class rates.

Please call us for any questions that you may have. We are here to help.

Alan Burke,
Postal Services Manager
1145 S Warren Ave
Tucson AZ 85721
Postal Services: 621-7939
Bulk Mail Services: 621-9522
Fax 628-7814

PACS YEAR-END PROCESSING CALENDAR INSIDE THIS ISSUE
PACS YEAR-END PROCESSING CALENDAR

APRIL—JULY 2010

Purchasing Year-End Calendar

Now 2010/2011 Processed Purchase Requisitions and Purchase Orders are visible online in FRS on screens 29B-29F. On screen 29C, the date of the Purchase Order will be 7/1/10. Encumbrances are held in a file and will be entered on your 2010/2011 FRS accounts

Friday, April 30, 2010 Last day to submit fully approved Purchase Requisitions (dPR’s) to purchasing to assure the order is placed, delivered and paid as 2009-2010 business.

Tuesday, May 3, 2010 Accounts Payable will stop requesting Change Orders for increases or re-encumbers to Blanket Orders

Friday, May 21, 2010 Purchasing will stop processing increases and cancellations for blanket Purchase Orders (PO type “BO”).

Monday, June 7, 2010 All New Year (2010/2011) Purchase Order encumbrances processed up to date will be in the New Year FRS accounts

Friday, June 11, 2010 2010/2011 Maintenance Orders processed to date will be mailed to vendors and departments.

Friday, June 11, 2010 All 2010/2011 Property Lease Purchase Orders and Change Orders should be entered.

Friday, June 18, 2010 All other 2010/2011 Purchase Orders & Change Orders (future dated 7/1/2010) will be mailed to vendors and departments from this date forward.

Thursday, July 1, 2010 Departments will no longer be able to direct dPR’s to Current or Next Fiscal Year (C/N) in FRS screen 29H. Their access will be limited to the current year only, (2010/2011).

Monday, July 5, 2010 Independence Day Holiday—no processing

Monday, July 12, 2010 Current/Next Fiscal Year field in FRS screen 29H will default to “C”, to ensure all dPR’s encumber in the New Year, (2010/2011).

Thursday, July 15, 2010 FRS System Down all day to all users. UITS Operations to have priority for processing of reports.

Friday, July 23, 2010 Fiscal year 2009/2010 close after 6:00 p.m.

If you have any questions, please contact Lucy Soriano, Management Analyst Sr. @ 621-7631.
Stores Year-End Calendar

Friday, June 25, 2010

Cut off date for purchases made from a Stores Blanket Vendor. This means that if you make a purchase by Friday, June 25, 2010, the Stores Order Form is received prior to Wednesday, June 30th; we will process this transaction in fiscal year 2009/2010.

We will make every attempt to bill any other June purchases made after this date. If you make a purchase after Friday, June 25, 2010, that must be billed in fiscal year 2009/2010 you must hand carry the invoice prior to Wednesday, June 30, 2010, at 12:00 noon to:

Stores Accounting Office
USA (University Services Annex) Building
220 W. 6th Street, 5th Floor

If you have any questions, please contact Jeff Wilson, Program Coordinator @ 621-3097.

Central Receiving Year-End Calendar

Wednesday, July 14, 2010

Last day to submit receiving information to Central Receiving or Medical Receiving. As you know, invoices for shipments received on or before Wednesday, July 14, 2010, must be paid in Fiscal Year 2009/2010. Invoices cannot be paid until corresponding receiving information has been entered. Therefore, we are dependent on you for this essential information, which is especially important for purchase order types PM and R3.

The type code appears on your Purchase Order (PO) copy above the “SHIP TO” address. Online, it appears on screen 29C, right after the “DATE ENTERED” and on screen 220– right after “DOCUMENT DATE.”

Central Receiving Fax: 621-3196
Medical Receiving Fax: 626-9749

If you have any questions, please contact Fred Martinez, Materials Handler Supervisor @ 621-3890

Purchasing Card Year-End Calendar

Tuesday, July 13, 2010

Purchasing Card Transactions posted in PaymentNet on or before June 30th and approved by Tuesday, July 13th will be recorded in Fiscal Year 2009/2010. Please be sure to approve all FY 2009/2010 transactions by July 13th.

Monday, July 19, 2010

Approved Purchasing Card transactions posted in PaymentNet on or after July 1st will be recorded to Fiscal Year 2010/2011 starting Monday, July 19th.

If you have any questions, please contact Karen Brookbanks, PCard Administrator @ 621-3288
F.A.Q.’s

What could be the reason no PCard Statement was received?
• Statements are not sent out if no transactions occurred during the statement period.

What if I know transactions occurred, what type of report can be run if no statement was received?
• The Transaction Detail with Page Breaks should be run. This report can be used in lieu of a statement and contains transaction ID numbers which are not on statements. Please also give the PCard Office a call so we can alert the bank.

Sometimes a FRS Account number does not appear in PaymentNet for reconciliation & approval. How do I get an FRS account code added?
• Contact the PCard Office and we can verify the account number is valid for entry.

Why does my PCard decline when I know it is an allowable expense on the PCard?
• The transaction may decline due various reasons; the total number of daily transactions has been exceeded, or number of monthly transactions have been exceeded, the merchant category code MCC is blocked—i.e. you are attempting to pay for a membership or due but the merchant has classified their MCC as “Attorneys” which is a blocked MCC on the PCard.

What should I do if the PCard declines and this is a valid transaction?
• Contact your Department PCard Liaison and discuss the attempted transaction. The Liaison will contact the PCard Office and request MCC be opened.

Would you like to schedule a PCard Refresher Training?

Please give the PCard Office a call. We can provide a departmental refresher training and tailor to specific areas you would like covered. Just let the PCard Office know—call Karen @ 621-3288 or Dureen @ 621-3099.
Remanufactured Toner Cartridges

New Product available through Stores: Remanufactured toner cartridges. Stores has partnered with Laser Options, Inc. to offer campus environmentally friendly, recycled toner cartridges at significant savings. Over two hundred (200) types of these toners are available on Arizona BuyWays through the Stores site. Laser Options, Inc. is a leader in the remanufactured toner industry and they recycle every empty cartridge we return to them. If a cartridge cannot be re-used, it is dismantled and the various parts are sent to recyclers. Very little, if any, goes into a landfill.

Many of you have already compared the pricing and found the savings to be considerable. If you require assistance in identifying or comparing a remanufactured toner to what you now order please contact Stores at 621-7975 or you can contact Laser Options, Inc. directly by sending an email to Ken Moroney at kmoroney@toner-low.com. Ken will research our toner and send you quote’s via email.

STORES

The following “green products” are now available through Stores:

02005845 - WIPERS, 40% Recycled, 150 PER BOX X60 WYPALL 9.1 X 12.5 POPUP BOX - $8.75 per box

02006065 - WIPERS, 40% Recycled, 120 PER BOX L30 WYPALL 16.4 X 9.8 POPUP BOX - $9.77 per box

02006070 - WIPERS, 40% Recycled, 120 PER BOX L40 WYPALL 16.4 X 9.8 POPUP BOX - $10.22 per box

01004100 - PAPER, 8 1/2 X 11 100% RECYCLED, XEROX 3R11376 $6.04 per ream

Stores now carries biological products from Gemini Bio Products. *See the flyer on the following page*
# CELL CULTURE SERA, MEDIA AND REAGENTS

Top quality & exceptional value

## SAVE MORE WHEN YOU ORDER THROUGH STORES

Additional savings come from not paying for freight and dry ice

<table>
<thead>
<tr>
<th>Product</th>
<th>Stores Catalog Number</th>
<th>Catalog Number</th>
<th>Size</th>
<th>List Price</th>
<th>Stores Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benchmark™ FBS</td>
<td>1201-0010</td>
<td>100-106</td>
<td>500mL</td>
<td>$259.00</td>
<td>$143.00</td>
</tr>
<tr>
<td>Benchmark™ FBS Heat Inactivated</td>
<td>1201-0020</td>
<td>100-106H</td>
<td>500mL</td>
<td>$259.00</td>
<td>$143.00</td>
</tr>
<tr>
<td>GemCell™ US Origin FBS</td>
<td>1201-0030</td>
<td>100-500</td>
<td>500mL</td>
<td>$299.00</td>
<td>$176.00</td>
</tr>
<tr>
<td>GemCell™ US Origin FBS Heat Inactivated</td>
<td>1201-0040</td>
<td>100-500H</td>
<td>500mL</td>
<td>$299.00</td>
<td>$176.00</td>
</tr>
<tr>
<td>FetalFlex (FBS Alternative)</td>
<td>1201-0050</td>
<td>100-602</td>
<td>500mL</td>
<td>$99.00</td>
<td>$99.00</td>
</tr>
<tr>
<td>Bovine Calf Serum</td>
<td>1201-0060</td>
<td>100-506</td>
<td>500mL</td>
<td>$49.00</td>
<td>$33.00</td>
</tr>
<tr>
<td>Donor Horse Serum</td>
<td>1201-0070</td>
<td>100-508</td>
<td>500mL</td>
<td>$89.00</td>
<td>$49.50</td>
</tr>
<tr>
<td>L-Glutamine (Stabilized)</td>
<td>1201-0080</td>
<td>400-106</td>
<td>100mL</td>
<td>$18.00</td>
<td>$8.80</td>
</tr>
<tr>
<td>Amphotericin B (Fungizone*)</td>
<td>1201-0090</td>
<td>400-104</td>
<td>100mL</td>
<td>$28.00</td>
<td>$17.60</td>
</tr>
<tr>
<td>Antibiotic/Antimycotic</td>
<td>1201-0100</td>
<td>400-101</td>
<td>100mL</td>
<td>$18.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>Penicillin/Streptomycin Solution</td>
<td>1201-0110</td>
<td>400-109</td>
<td>100mL</td>
<td>$15.00</td>
<td>$6.49</td>
</tr>
<tr>
<td>G418 Powder</td>
<td>1201-0120</td>
<td>400-111P</td>
<td>5 g</td>
<td>$265.00</td>
<td>$181.50</td>
</tr>
<tr>
<td>G418 Solution (50mg/mL)</td>
<td>1201-0130</td>
<td>400-113</td>
<td>20 mL</td>
<td>$95.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>Gentamicin Sulfate (10mg/mL)</td>
<td>1201-0140</td>
<td>400-107</td>
<td>10mL</td>
<td>$14.00</td>
<td>$9.90</td>
</tr>
<tr>
<td>Gentamicin Sulfate (50mg/mL)</td>
<td>1201-0150</td>
<td>400-108</td>
<td>20mL</td>
<td>$47.00</td>
<td>$27.50</td>
</tr>
<tr>
<td>BSA Fraction V Powder - Standard Grade</td>
<td>1201-0160</td>
<td>700-100P</td>
<td>20 g</td>
<td>$70.00</td>
<td>$39.60</td>
</tr>
<tr>
<td>BSA Fraction V Powder - Standard Grade</td>
<td>1201-0170</td>
<td>700-100P</td>
<td>100 g</td>
<td>$180.00</td>
<td>$99.00</td>
</tr>
<tr>
<td>Vivfy-1X™ CryoStorage Medium</td>
<td>1201-0180</td>
<td>600-100</td>
<td>10mL</td>
<td>$16.00</td>
<td>$14.30</td>
</tr>
<tr>
<td>Vivfy-ES™ CryoStorage Medium</td>
<td>1201-0190</td>
<td>600-100</td>
<td>10mL</td>
<td>$20.00</td>
<td>$16.50</td>
</tr>
</tbody>
</table>

[http://solutions.scquest.com/arizona](http://solutions.scquest.com/arizona)

Contact Stores at 621-7975 for information
UA Bookstore Technology Center

The University of Arizona, Bookstore, is the University’s certified provider for all computer hardware, software, and service. The Bookstore is an indispensable resource for your technology needs. Additionally, the Bookstore’s central location on campus, convenient hours, and expert staff mean that products and assistance will be available whenever you need them.

The Bookstore is also a provider for software purchases, as well as the administrator of the Microsoft Campus Agreement, which governs the distribution and licensing of all Microsoft software on campus. The Bookstores is also an authorized academic reseller of hardware from Apple, Lenovo, Dell, HP, Acer, and Asus.

The University of Arizona, Bookstore, Computer Service Center, located in the main SUMC location, offers warranty repair services by certified technicians on Apple, HP, Dell and Sony computers as well as non-warranty repair on all other brands. For three consecutive quarters, the Service Center has been awarded Apple’s Commitment to Excellence award for maintaining a high volume and quality of service. Fewer than 200 of the thousands of Apple-certified repair locations received the award in all of 2009!

Brands carried by the University of Arizona BookStores

Hardware
- Apple – the “Official Apple Campus Reseller” for UA
- Dell – featuring special academic pricing
- HP, Lenovo, Acer, and Asus

Software – the Bookstore administers the following software licensing programs
- Adobe, Autodesk, Endnote, ERDAS, ESRI, Inspiration, JMP, Mathematica, Microsoft Campus Agreement, Microsoft Select Agreement, Reference Manager, SAS, S-Plus, Sigma Plot, SPSS, X-win

For assistance or questions regarding pricing and quotes, please contact:
- Software licensing quotes or inquiries, call 621-8897 or email catsoft@email.arizona.edu
- Hardware quotes or inquiries, all 621-8849 or email catsoft@email.arizona.edu
- Computer Service questions call 626-4103 or email center@www.bookstore.arizona.edu
I. WHAT IS THE PURPOSE AND GENERAL THRUST OF THE CONFLICT OF INTEREST STATUTE?

The purpose of conflict of interest statutes is to remove or limit the possibility of personal influence that might bear upon a public employee’s decision in his or her capacity as a public employee. Accordingly, the Arizona statute (A.R.S. 38-501 et seq.) requires an employee who has, or whose relative has a substantial interest in any contract, sale, purchase, or service by or to the Board of Regents or the universities, as well as in any decision, to disclose said interest in the official records of the Board. If such an interest exists, the employee shall refrain from participating in the decision, contract, sale, or purchase in any manner.

II. WHO ARE EMPLOYEES AND RELATIVES?

Employees are all persons who are employed by the Board and universities on a full-time, part-time, or contract basis (including student employees). Relatives are defined to include spouse, children, grandchildren, parents, grandparents, brothers, sisters (including half-brothers and half-sisters), brothers and sisters-in-law, parents-in-law, and children-in-law of the employees. If any substantial interest is present in a relative, that interest will be considered to be that of the employee.

III. WHAT IS A SUBSTANTIAL INTEREST?

A substantial interest is any interest, which cannot be defined as a remote interest and which confers a pecuniary or proprietary interest, either direct or indirect. A remote interest means:

1. That of a non-salaried officer of a nonprofit corporation.
2. That of a landlord or tenant of the contracting party.
3. That of an attorney of a contracting party.
4. That of a member of a nonprofit cooperative marketing association.
5. Ownership of less than three percent (3%) of the shares of a corporation for profit, provided the total annual income from dividends, including dividends payable in stock, received from that corporation does not exceed five percent (5%) of the total annual income of the employee and further providing that any other payments from that corporation do not exceed five (5%) percent of the total annual income of the employee.
6. That of an employee in being reimbursed for expenses incurred in performance of official duty.
7. That of a recipient of services generally provided by the Board or universities on the same basis as to any member of the public. (Examples: An employee whose spouse, son, or daughter attends a state university would have a remote interest in the setting of fees and tuition. Non-remote interest—an employee whose relative has a contract with the University, has a substantial interest in the contract and thus cannot participate in any University decision related to that contract).
8. That of a public school board member provided the relative involved is not a spouse or a dependent as defined by state income tax laws. (A.R.S. 43-1001).
9. That of a public officer or employee of any other public agency unless the action of that agency would confer a direct economic benefit or detriment upon a Board member or employee.
10. That of a member of a trade, business, occupation, profession, or class of persons consisting of at least ten members which is no greater than the interest of the other members of that trade, business, occupation, profession or class of person.

IV. WHAT ARE THE AFFIRMATIVE RESPONSIBILITIES OF EMPLOYEES?

Any employee who has or whose relative has a substantial interest shall make known that interest in a special file open to the public and kept by the university and the Board. He or she shall thereafter refrain from voting or participating in any manner in the contract, sale, purchase or decision. The university and the Board will keep the required file. It will be the responsibility of each employee to keep the disclosure current. Disclosure forms may be obtained from and shall be filed with the Office of the Director of Procurement and Contracting Services.
V. MAY AN EMPLOYEE WHO HAS, OR WHOSE RELATIVE HAS A SUBSTANTIAL INTEREST, SUPPLY EQUIPMENT, MATERIAL, SUPPLIES, OR SERVICES TO THE BOARD AND UNIVERSITIES?
Yes. An employee who has or whose relative has a substantial interest may supply equipment, material, supplies, or services to the Board and the universities, provided: (1) the interest is disclosed in the special file or in the minutes of the Board; (2) the contract is with the employee and the contract is awarded after public competitive solicitation irrespective of the dollar amount; and (3) the employee refrains from voting or participating in any manner in the contract, sale, purchase, or decision.

VI. WHAT ARE THE REMEDIES IN EVENT OF VIOLATION?
Any contract entered into in violation of the statute is voidable or subject to cancellation at the option of the Board and the University. Any persons affected by Board or University action may commence a civil suit to enforce the provisions of the statute. The court may order appropriate relief, including reasonable costs and attorney’s fees to the prevailing party.

VII. WHAT ARE THE PENALTIES IN EVENT OF VIOLATION?
Criminal penalties are provided for two classes of persons. Persons who intentionally or knowingly violate the statute may be guilty of a class 6 felony. Those who recklessly or negligently violate the statute may be guilty of a class 1 misdemeanor. A person found guilty of either shall forfeit his or her employment.

If you have any questions concerning a possible conflict, please contact Ted Nasser, Assistant Director of Procurement and Contracting Services at 621-5449, to answer any additional questions or for clarification.

Arizona BuyWays

New Information . . .

There have been four supplier additions to the Arizona BuyWays site since the last issue of TIPS. Our new hosted vendors are Stores/Laser Options (featuring remanufactured toner cartridges), Chemglass Life Sciences, and Sehi Computer Products. Insight, a punch-out vendor, has also been added to the system.

Beginning March 29, 2010, approvers will see more information in pending approval email notifications. These email messages will now include the name of the person that prepared the requisition, as well as the approval folder name (usually the department number and name, or account number), and the cart name.

Another feature available March 29th will be the ability to split the amount of price in a requisition at the header level. Previously, the amount of price split could only be performed at the line level.

When changing a requisition address that is not currently in a user’s profile, the % character makes the search easier. The % sign acts as a wild card in Arizona BuyWays and placing it before and after a building name or partial building name will allow users to find the desired location in a timely fashion. If searching for the Gould-Simpson building, for example, entering %Gould% in the Address Nickname field will yield positive results.

The History tab allows users several different ways to search for past orders. Purchase order number, requisition number, supplier name, SKU, date, department number, requisition number, and object code are all examples of criteria that can be used when performing a search.

For more information on these and other Arizona BuyWays topics, please contact the Help line at 626-8979.
A creative way for some UA departments to save money may be to check out Time For Ink, a local leading provider of discount, environmentally-friendly printer ink and toner cartridges for virtually every printer on the market, according to owners Alicia and Oscar Moreno.

Time For Ink was launched in 2009 and is a 100% Woman-Minority owned business based in Southern Arizona. Both Alicia and Oscar are 2001 University of Arizona graduates.

“Our mission is to provide a full line of printer ink, toner and fax cartridges that allow departments to save money without sacrificing quality,” says Oscar Moreno “and although we are currently doing business with a number of UA departments, our goal is to grow within the student community as well because we know what it’s like to have a tight budget during college years…”

Alicia adds “that in times like these, students and businesses alike want to save money on a product most of us cannot do without…. With that said, 10% of all proceeds will be donated towards scholarships associated with the University of Arizona. We are a local business focused on saving consumers money and our products are 100% guaranteed…”

For a free quote, please call “Time For Ink,” at 520-287-4465.

Did you know . . .

Surplus Property currently has a nice assortment of file cabinets, bookcases and desks for departmental purchase.
What is a Sole Source?  

Almost nothing else will bring a gleam to an auditor’s eye faster than these two words: Sole Source. Purchasing has noticed quite an increase of sole sourcing in the past year and would like to assist you in fulfilling your goal of getting you what you need, when you need it.

What is a sole source?  Quite simply, it is when there is one and only one source, or vendor, available to purchase what you need from Reference: Purchasing Policy 4.8, Sole Source.

Many researchers and P.I.’s think that just because they provide a justification for sole sourcing a piece of equipment, or service, that Purchasing will just immediately issue a PO and the process is done. Not so. Several things are required before a purchase order can be issued as a sole source.

1. The first is the Sole Source Justification Form that is to be completed by the P.I. or end user. Please be advised that the justification furnished may not be sufficient. In this case, the buyer will work with the P.I. or end user, to determine whether it is a sole source or not. If it is determined to be a sole source the buyer will assist in writing an acceptable justification.

2. The second is a written quotation from the vendor.

3. The third, and the biggest concern for auditors, is a price analysis. We are required to complete a price or cost analysis for each purchase over $5,000. Using the bid process, it is fairly easy to perform this price analysis. It is another matter in the case of sole sources. Per Purchasing Policy #4.9, the examination, and evaluation of a price consists of, but is not limited to, one or a combination of the following techniques:

   - Comparison of price quotations from two or more qualified vendors.
   - Comparison with established catalog or market prices.
   - Comparison with the price(s) of a recent purchase of a comparable quality of the same functionally similar products.
   - Comparison with target price developed independently of the Procurement and Contracting Services Department staff.
   - Comparison with the G.S.A. price schedule.
   - If none of the above techniques are applicable, the Buyer shall request pricing data from the Vendor. Information submitted by the Vendor shall include, at minimum, appropriate information on the price(s) at which the same or similar items have been sold previously. Vendor must certify that its prices bid, quoted or charged to any customer do not exceed those billed to any of its favored customers, whether they be governmental agencies, institutions, or the general public for the same items in like or comparable quantity, quality or specifications, within the same time frame.

In addition to the documentation described above, 1 or more certifications may need to be completed by the vendor to be kept as part of the purchase order documentation. For example: Federal Pre-Award Certifications in accordance with Purchasing Policy 4.7.

All of this documentation can take a week or longer to obtain, so please plan accordingly and don’t wait until the last minute to involve Purchasing. Purchasing is here to assist you. Please contact us as early as possible in the procurement process as we may be able to work on the documentation prior to the requisition being issued. We will do what we can to make it as easy and as quick as possible for you so that you may get what you want, when you need it. Remember, we are only a telephone call, e-mail or fax away.
**Let us help you . . .**

determine which of the 4 different 9 digit zip codes to use for the Business Reply Permit as well as help you learn what is the significance of these zip codes to USPS and you.

**Let us help you . . .**

fill out a QBRM application which is often required for almost every Business Reply Permit mailing.

If you are thinking about using the Business Reply Permit, please call Printing Services before you start designing your mail piece. Printing Services wants to help!

Printing Services can help you determine what Business Reply Permit to use as well as help you determine if you are using the correct 9 digit zip code.

**Most importantly, Printing Services wants to assist you with the QBRM application in order to begin and successfully process your Business Reply Permit mailing.**

For Business Reply Permit assistance, please contact Karen Campasano at 621-9514 or email: ksc1@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., Director 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
Gary Sapp, Special Asst. to the Dir. of Procurement & Contracting Svcs. 621-1721

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

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 626-4829
Laura Bonnano, (Temp) 621-1747
Valerie Sipp, Student Employee 621-1749

Supplier Diversity Program
Ernie Webster, Supplier Diversity Mgr. 621-2888
Supplier Diversity 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., Buyer Sr. 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 621-7305
Customer Service FAX Number 621-1245
Arizona BuyWays Customer Service Helpline 626-8979

Jeff Wilson, Program Coordinator 621-3097
Neil Schooling, E-Purchasing Proj. Mgr. 621-7315
Mauretta Allan, Accounting Asst., Sr. 621-7306
Zoila Vasquez, Accounting Asst., Sr. 621-3925
Printing Services
Printing Services FAX Number 621-6478
Karen Campasano, Office Spec., Sr. 621-9514
Mauretta Allan, Accounting Asst., Sr. 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
Customer Service 626-9091

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

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
<table>
<thead>
<tr>
<th>Service</th>
<th>TELEPHONE</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Office</td>
<td>621-1747</td>
<td>621-5179</td>
</tr>
<tr>
<td>Contracting Office</td>
<td>626-3919</td>
<td>621-9847</td>
</tr>
<tr>
<td>Stores Accounting Customer Service</td>
<td>621-7305</td>
<td>621-1245</td>
</tr>
<tr>
<td>Purchasing Card Program</td>
<td>626-9091</td>
<td>621-1245</td>
</tr>
<tr>
<td>Printing Services</td>
<td>621-9514</td>
<td>621-6478</td>
</tr>
<tr>
<td>Supplier Diversity Program</td>
<td>621-2888</td>
<td>621-9847</td>
</tr>
<tr>
<td>Arizona Buyways E-Commerce Helpline</td>
<td>626-8979</td>
<td></td>
</tr>
<tr>
<td>FRS dPR/OLR Helpline</td>
<td>626-4000</td>
<td></td>
</tr>
<tr>
<td>OLR/dPR Attachments “Only” Fax No.</td>
<td></td>
<td>626-8008</td>
</tr>
<tr>
<td>Warehouse Operations: Surplus Property</td>
<td>621-1754</td>
<td>798-0719</td>
</tr>
<tr>
<td>AHSC Receiving</td>
<td>626-4051</td>
<td>621-9749</td>
</tr>
<tr>
<td>Central Receiving</td>
<td>621-3877</td>
<td>621-3196</td>
</tr>
<tr>
<td>Stores Production</td>
<td>621-7975</td>
<td>621-3533</td>
</tr>
<tr>
<td>Postal Services</td>
<td>621-7939</td>
<td>621-7814</td>
</tr>
</tbody>
</table>

PACS Home Page Address:  [http://pacs.arizona.edu/](http://pacs.arizona.edu/)  
Credit Card programs:  [http://pacs.arizona.edu/pcard/default.htm](http://pacs.arizona.edu/pcard/default.htm)