PCARD SUMMER SCHOOL IS BACK!

Liaisons, Reconcilers, and Approvers:

- Save the Date: PCard Summer School 2010 7/28/10 (1/2 day – morning)
- This year’s sessions will include: Liaison Refresher Training, PCard Basics, Arizona Sales & Use Tax, Accounts Payable/Travel AP Payment Cards, FSO Compliance, and PACS Departmental Group Session.

VOYAGER FLEET CARD PROGRAM:

As of July 1st, 2010 the Voyager Fleet Card liaison responsibilities will no longer be administered by the PACS PCard staff. The staff at the Garage/Motor Pool will take over the duties of accepting applications, receiving and dispensing new Voyager cards and reissuing lost or damaged Voyager cards.

Please contact Randy Livingston at 520-621-1203 or by email: livingsr@fm.arizona.edu or you may also contact Paul Yartz at 520-621-5541 or by email: yartzp@fm.arizona.edu with any questions about your department’s Voyager card(s).

The PCard Section is pleased to announce our new employee: Kara Valle, Office Specialist

PCard Reminders/F.A.Q.’s

Is there a main number for the PCard Office? Yes, 520-626-9091 is the main PCard Customer Service number. (General PCard inquires, status of applications, and password resets).

Do you know your establish single transaction limit on your PCard? If you are issued a PCard, it is extremely important that you know what the single transaction limit that has been established for your PCard is. Your Department Liaison can provide this information. Do not split a transaction to circumvent this established limit reference PCard Policy 14.4. If needed, your Department Liaison can request a temporary increase or permanent increase, within the allowable range of the PCard Program.

Why is it taking so long for my replacement PCard/or new PCard to arrive? In March 2010 JPMorgan Chase changed their delivery process of PCards. The PCard Office has been in continuing discussions/communications with the bank regarding delayed delivery times. Our office thanks you for your patience while these issues are being resolved.

What should I do if I notice fraudulent transactions in Payment/ PCard is lost or stolen after business hours or over the weekend? Contact JPMorgan Chase immediately @ 1-800-270-7760 (do not wait until next day / Monday morning). Then follow up with a message to the PCard Office including all the details.
PACS YEAR-END PROCESSING CALENDAR

JULY 2010

Purchasing Year-End Calendar

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.

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
**Basics of Contracting**

**What is a Contract?**

A Contract is:

"AN ENFORCEABLE AGREEMENT"

Enforceable meaning the courts can make you comply and Agreement meaning both parties signify consent.

**Who can sign a contract?**

Not all persons can sign a contract, only those with the legal capacity to enter into an agreement. For the University of Arizona, the Board of Regents has authorized the President and his designees to sign contracts on behalf of the University and the President has designated the certain individuals, which include Purchasing and Contracting staff.

Purchasing signature authority is limited to those where a dPR or an RFP is involved; the purchasing contact number is (520) 621-1747. Contracting signature authority is for all other agreements, i.e. facility use agreements, software license, entertainment contracts, PCard agreements, etc.; the contracting office number is (520) 626-3919.

The objective and goal in reviewing your contract/agreement is to ensure the legal terms and conditions contained in the document comply with Arizona State law, Arizona Board of Regents and University of Arizona policies. The responsibility of the department is to understand the implications, if any, as it relates to the equipment or services they may be purchasing, foreseeable liability, obligations of the parties and/or any other terms and conditions that could be affected as a result of the department entering into the agreement.

**What is a contract/agreement?**

There is no specific form required for a contract or an agreement and the contract can come in many forms. If your department is unsure, you may fax the document(s) to (520) 626-5179 for review and we will let you know if it requires Purchasing and/or Contracting review.

**What are the risks and who becomes responsible when an unauthorized individual signs a contract?**

The liability for the contract will rest with the individual who signs the agreement.

For example: Jane Doe, signs a contract for receipt of an expensive loan of equipment for her department. When the equipment is received, Jane Doe notices the equipment is damaged. She contacts the Company who lent the equipment and they in turn make a claim against the University for damages. Jane Doe is then responsible for the damages, since she did not have the authority to obligate the University to a contract.

The example above is how liability is assessed to the individual and could’ve been avoided if the contract/agreement was signed by an authorized signatory. If you have any questions or concerns regarding contracting, please feel free to contact, Ernette Leslie (520) 626-3919.
Remanufactured Toner Cartridges

Remember Stores Carries Remanufactured Toner Cartridges! Stores has partnered with Laser Options, Inc. to offer campus environmentally friendly, recycled toner cartridges at significant savings. Laser & Computer Options is a “green” company that supplies recycled toner cartridges for many types of laser printers, fax machines, and personal copiers. Just place your orders on AZ ByWays using the Stores/Laser Options icon and Stores will deliver your cartridges and pick up your empties.

If you have any questions, please call Stores at 621-7975 or call Laser Options at 792-0557.

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 13, 2010
July 27, 2010
August 10, 2010
August 24, 2010
September 7, 2010
September 21, 2010

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 . . .

Surplus Property currently has a nice assortment of file cabinets, bookcases and desks for departmental purchase.
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 if 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.
CONFLICT OF INTEREST-CONTINUED

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 three supplier additions to the Arizona BuyWays site since the last issue of TIPS. Our new vendors are The UA BookStores, URIC Cryogenics & Compressed Gases, and Rainin Instrument. The UA BookStores features three separate catalogs: textbooks, general books, and technology items.

Selecting the advanced search link in the Shop Hosted Catalogs area on the Arizona BuyWays home page will give users more options in searching hosted catalogs. Searches can be performed by entering a supplier name, part number, and/or manufacturer name, as well as including similar terms or excluding certain words.

A good practice is to check a requisition to make sure all information is correct before submitting it for approval. Once the Place Order button is selected, the requisition submitter can no longer make any changes, but approvers have the ability to delete items or change accounting information.

Requestors have the ability to add a comment to a PO once the requisition has been approved and a PO number has been generated. By clicking on the Comments tab, requestors can enter necessary information and are able to email selected recipients of that information through the Arizona BuyWays system. Attachments can also be added to a PO by using the Comments tab.

When processing individual applications, Arizona BuyWays staff automatically activates the following email preferences for each user: PR Workflow complete, PR line item rejected, and PR rejected. Users have the ability to turn these off in the Email Preferences area of the profile.

For more information on these and other Arizona BuyWays topics, please contact the Help line at 626-8979.
What is the correct zip code for our mail?

85721 is the main campus zip code that should be for all departmental business use. If you work at the AHSC (Arizona Health Science Center) please use zip code 85724. Please do not use 85719 as this is for the surrounding neighborhoods, student mail and SUPO mail boxes. If you use 85719 your mail can be delayed 1 to 2 days.

Can I receive my personal mail at The University of Arizona?

No. The University requires all faculty and staff receive their personal mail at home or a permanent address. Occasional correspondence from friends and colleagues is not considered personal mail. The University of Arizona should not be given as your permanent address.

Can I send my personal mail out through Postal Services?

As a courtesy to University faculty and staff, Postal Services will pick up any stamped personal mail from departments along with the other mail that is picked up at a regular pick up location. Personal mail must be sealed and have the correct postage affixed. All stamped mail should be kept separate from all other mail. Personal mail cannot be billed to departmental account; no exceptions. Any mail that appears to be personal will be held at Postal Services and the appropriate department head will be notified for clarification.

If I move, will the university forward my mail?

Yes. The University department is responsible for returning to sender or forwarding any faculty and staff mail once they have moved from the respective department. It is the responsibility of the department to determine if the mail belongs within the department or should be returned or forwarded to the faculty or staff to their off campus address or newly assigned department. Please note: “IT IS NOT THE RESPONSIBILITY OF POSTAL SERVICES.”

What are your hours and where are you located?

The University of Arizona Postal Services is located at the 22nd street warehouse. The same building that has Surplus Property and Central Receiving. (22nd & Cherry Ave.). Our physical and mailing address is: 1145 S Warren Ave., Tucson, Arizona 85721-0458. Postal Services phone number is 621-7939 and our fax number is 628-7814. Hours of operation are Monday through Friday 7:00 a.m. to 4:00 p.m.

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

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 621-3925
Customer Service FAX Number 626-8816
Arizona BuyWays Customer Service Helpline 626-8979
Jeff Wilson, Program Coordinator, Sr. 621-3097
Neil Schooling, E-Purchasing Proj. Mgr. 621-7315
Zoila Vasquez, Ofc.Specialist 621-3925
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
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PACS Home Page Address:  [http://pacs.arizona.edu/](http://pacs.arizona.edu/)

Purchasing Policy Manual:  [http://pacs.arizona.edu/purchasing_policies_manual](http://pacs.arizona.edu/purchasing_policies_manual)

Credit Card programs:  [http://pacs.arizona.edu/pcard_policies_manual](http://pacs.arizona.edu/pcard_policies_manual)