The Stores Blanket Section would like to take this opportunity to thank the University Community for their support and cooperation during the past calendar year. With your help the Stores Blanket Section has been able to completely eliminate the NO SOFS and ensure all transactions have been authorized by an FRS authorized signer. The procedures were changed and changed again thanks to University community suggestions. The cooperation from the community has allowed the Stores Blanket section to provide excellent customer service to the community as well as our vendors.

With the budget cuts that have already taken place plus the possibility of more to come the Stores Blanket Section understands the difficult times the University community will be facing. The Stores Blanket Section is willing to listen to any suggestions that would make life easier for the University community. Once again thank you for all your support and cooperation. Please feel free to contact us with any questions or suggestions.

Jeff Wilson  
Program Coordinator  
jrwilson@u.arizona.edu  
Phone: 621-3097

The new Stores catalog is now available!  
To receive a copy, please contact our office at 621-7975. A searchable PDF file of the catalog can also be sent to you upon request. Stores products may be ordered through Arizona Buyways. The address is: solutions.sciquest.com/apps/Router/Login?OrgName=Arizona

A New Product is available through Stores! Remanufactured toner cartridges. Stores has partnered with Laser & Computer Options to offer campus environmentally friendly, recycled toner cartridges. To order, look for the Stores/Laser Options icon in Arizona Buyways.

Campus Travel Management Agreement Update

The University contract with Campus Travel Management, upon mutual agreement, has been terminated as of January 2, 2010. If you require information regarding local Hotel accommodations, or conference facilities, please review the following PACS address for those agreements: http://pacs.arizona.edu/contract/ContractingWithHotels.htm.

The University has no contract with Hotels outside of the State of Arizona and there are no contracts in place with airfare providers. For official University business travel, employees may deal directly with the airlines, hotels and/or car rental companies, or they may use the internet to access such companies as: Expedia, Priceline, Best Way, Orbitz and others for their travel needs. The University does endorse or imply endorsement, nor recommend, any of the referenced companies; they are mentioned as examples only. For access to the University Travel Policies and Procedures please see the FSO link: http://www.fso.arizona.edu/travel.html
CELL PHONE INFORMATION

Cell Phones/Wireless Services

Below are the University contacts for the major cell phone providers. These folks should be contacted whenever you have questions about a University paid line or even your personal phones. Try to avoid contacting the 800 #’s as the folks that answer those calls are not always aware of our contracts with these providers.

**Verizon/Alltel**
Donna Blotkamp – New Orders and upgrades.
1-520-400-0398
donna.blotkamp@verizonwireless.com

James Myrose – Employee representative.
1-520-954-7200
james.myrose@verizonwireless.com

Eric Jurgensen – Local Support representative.
1-520-407-3017
eric.jurgensen@verizonwireless.com

We can also take advantage of State of Arizona Contracts with the following providers:

**AT&T**
Jennifer Walsh
1-858-539-5571
jw7347@att.com
State Contract #EPS060000-7

**Sprint/Nextel**
Deneena Herrera
631-7607
Deneena.herrera@sprint.com
State Contract #EPS070070-3

**T-Mobile**
Chara Ammerman
1-602-330-8977
Chara.ammerman@t-mobile.com
State Contract #EPS070070-2

With budgets getting tighter, your department may consider purchasing furniture from the Surplus Property department at a fraction of the cost of new furniture. There is a wide assortment of file cabinets, bookcases and desks.

We realize it is getting more difficult to allow time for processing surplus property disposal requests with departments going through transition periods. If your department is in need of assistance with inventorying and entering disposal requests, contact the Surplus Property Office at 621-1754.
F.A.Q.’s

**How do I know if a transaction can be disputed?**
Contact the PCard Office @ 626-9091 to discuss the specifics prior to initiating a dispute (reference PCard Policy 10.0). The PCard Office will review the information with you.

**Who is my department liaison?**
Contact the PCard Office @ 626-9091 and we can assist you. This is information that every cardholder should know, as the department liaison is their department’s main point of contact on PCards.

**Can a department have more than one liaison?**
Yes, more than one liaison can be established. These liaisons can also be designated as primary and secondary. This is a best practice to ensure that necessary forms, changes, and requests can be processed.

**Why did my PCard decline?**
This could be for a number of reasons including but not limited to; Attempt to exceed the Single Transaction limit of the PCard, Merchant Category Code is blocked due to PCard not having Enhancements added (i.e. PCard Plus or Travel Enhancement), Merchant entering expiration date incorrectly, number of daily transactions has been exceeded, or the bank may have placed a temporary hold on the account pending verification of a transaction.

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**Violation Reminder:**

**14.4 Single Established PCard Limit Violations**
A Single Purchase Violation is making a purchase greater than the established single transaction limit assigned to your PCard. This violation includes splitting the transaction to avoid the established single transaction limit on your PCard and paying for the item(s) in separate payments. *If limit is $5,000 reference 14.1 Pyramiding Violation.*

**Policy Update:**
PCard Policy Reference: 2.1.1, 2.1.5, and 2.1.6 November 30, 2009 Revision:
*Change of all current hierarchy structures where Reconcilers are reconciling their own transactions, to non-reconciliation of own transactions, must be completed prior to February 1, 2010.*

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**General Reminders:**
- To report loss, theft or fraud on a PCard after hours, weekends, or if unable to reach PCard Office contact JPMorgan Chase Customer Service at 800-270-7760. In addition, contact PCard Office and leave detailed message. The PCard Office will contact you for further assistance.

- PCard Policy 15.3 Upon **termination of employment or transfer to another department** the Cardholder must return their PCard to the department Liaison.
  - Department PCards are transferable and assignable and remain the property of the University of Arizona and JPMorgan Chase. The department PCard should be given to the Liaison. The Liaison will complete a transfer form to transfer the responsibility to a new Responsible Cardholder.
  - Individual PCards are nontransferable and non-assignable and remain the property of the University of Arizona and JPMorgan Chase. The Liaison will submit a delete form to the PCard Office and dispose of the card.
POLICY TITLE: CONFLICT OF INTEREST

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

Punch-out and Hosted Vendors

Currently, there are 20 vendors active on Arizona BuyWays. Included are 14 punch-out sites and 6 hosted vendors. Punch-out vendors are those that maintain their own web pages on BuyWays, such as Office Depot and Fisher Scientific. Hosted vendors are those that have a catalog of their items on the Arizona BuyWays site itself, rather than web page access. Current hosted vendors include U of A Stores Inventory, Fermentas, ISC/BioExpress (new!), Life Science Products, Santa Cruz Biotechnology (new!), and USA Scientific.

To search for an item in a punch-out site, log in to Arizona BuyWays, select the desired vendor icon, and begin shopping as you would on any web page. Your selected items will be transmitted into a cart in BuyWays, and you can place your order from there.

To search for an item from a hosted vendor, log in to Arizona BuyWays, enter a keyword or catalog number in the Shop Hosted Catalogs field at the top of the home page, click Go, and a list of results will appear. You’ll be able to add items to your cart from the results page, and you can then place your order.

You can also browse a specific hosted catalog by selecting Advanced Search in the Shop Hosted Catalog section of the home page. Enter a hosted supplier’s name in the Supplier field, click Search, and the supplier’s entire list of products will appear. To narrow this search, enter a keyword or catalog/part number in the appropriate fields, and click Search.

For more information on these and other Arizona BuyWays topics, please contact the help line at 626-8979.
Are you in need of inspiration and direction in 2010?

Teri Shaughnessy, Tucson-based Author of “101 Simple Truths for Creating a Passionate Life”, is available to help – UA students, faculty and staff jump start the year with inspiration and passion.

Teri has trained in the corporate environment for 10 years and in 2007 launched No Guts, No Glory where she facilitates staff development, coaches one-on-one and speaks to groups throughout the country. Her basic message encompasses the creation of a purpose-filled life by understanding the power of thought.

Her programs include: Creating and Implementing the Code of Honor; Practices of Superb Customer Service; the Life-Visioning Process; Attracting the Perfect Relationship; the Passion Test; Goal Achiever Program and many more programs which can be tailored-fitted to meet UA program needs. Teri is also available for business and life coaching.

A quote from William Jennings Bryant says, “Destiny is no matter of chance. It is a matter of choice: it is not a thing to be waited for, it is a thing to be achieved.”

THE GREAT QUESTION:
What Destiny do you choose to achieve today?

Find out more by calling Teri: (520) 269-7147.

For more information on this business or others, contact Ernie Webster, Manager, Small Business Supplier Diversity Program at 621-2888.
Did you Know?

1. The bid limit starts at $5,000.

2. The bid limit is for the total order, not individual items. So, if you have three items that in total exceed $5,000 then quotes must be obtained or a sole source justification must be included. See Purchasing Policy 4.4 for Exceptions to Competitive Solicitations.

3. In order for something to be Sole Sourced it has to be a unique product or service available from only one source. If you can find it at more than one place, it’s not a sole source! See Purchasing Policy 4.8.

4. Purchases greater than $50,000 must go through the sealed competitive bid/proposal process. In other words, it must be handled by PACS! See Purchasing Policy 4.5.

5. Dprs under $50,000 are to be issued to small businesses pursuant to Purchasing Policy 4.5 See Purchasing Policy 4.5.

6. Dprs under $5,000, in addition to the small business requirements, must have documentation that explains why a P-Card was not used for the purchase. See FRS Policy 9.18.

7. If your purchase exceeds $5,000 but is less than $50,000, you may obtain quotes yourself but must submit them to Purchasing along with the dpr for approval and the issuance of a purchase order.

8. You don’t need to submit copies of the FRS screens as part of the attachment. Simply write the dpr number on the top of the attachment and send it to Purchasing. Attaching all those screen prints wastes paper on your end and on ours when they are faxed. Dpr attachment Fax Number: 626-8008.

9. The University can take advantage of a multitude of cooperative purchasing agreements that allow for large purchases without bidding. Contact your Procurement professional for more information!

10. If you are an employee that has a substantial interest in a company or has a close relative that owns all or part of a company, you must disclose that as a conflict of interest (see Purchasing Policy 1.4). Copies of the form are available at http://uabis.arizona.edu/eforms/forms/iConflict_of_interestJune09.pdf.

The complete Purchasing Policies Manual is located at http://www.pacs.arizona.edu/purch/manual/mancon.html

If you have questions about any of these, or simply “don’t know”, please don’t hesitate to contact your friendly neighborhood Procurement & Contracting Services Representative!
American’s purchased over 6,000,000,000 (billion) pens and markers in 2007. Most of them ended up here. 😞

How can YOU make a difference?

By buying PILOT BeGreen recycled content pens then refilling them. 😊

This simple change in habits can reduce by 75% the waste sent to a landfill.

Shown in this photo in the left two rows are 144 each of Pilot BeGreen markers, gel and ball point pens.

On the right are the 432 refills needed to keep them writing.

The refills shown on the right are all that really have to go to your local landfill. Note the difference in “footprints.”

The retail cost to purchase these pens is $810.72
The retail cost to purchase these refills is $414.72

YOUR choice does make a difference to both our environment and your budget.....
BeGreen is the world’s first full line of earth-friendly writing instruments from Pilot. Made from recycled post-industrial materials, each Pilot BeGreen product meets strict ISO 14001 and 14021 standards and performs to the same high quality that you’ve come to expect from all Pilot writing instruments. All Pilot BeGreen products are composed of at least 70% recycled material and are offered in most of the major writing instrument categories - Gel Ink Rolling Ball, Liquid Ink Rolling Ball, Ball Point, Mechanical Pencil and Permanent Marker - thus the full line of Pilot BeGreen products offers a wide selection of choices that can be part of your everyday commitment to make our planet cleaner and healthier.

Pilot BeGreen – positive with the planet!

How BeGreen works:

BeGreen Line Features:

- Pilot’s commitment to providing environmentally friendly writing instruments made from recycled industrial waste material
- All BeGreen products meet or exceed ISO 14001 and 14021 standards for environmentally responsible production
- The same innovation, technology, focus on quality and pricing as non-recycled products
- The recycled content percentage is clearly highlighted on each BeGreen selling unit with a widely recognizable recycling icon
- All BeGreen products use packaging material that is made from recycled board
- All BeGreen products carry retail prices that are equal to or less than their non-recycled counterparts

Available through Office Depot
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 Svs. 621-9513
Beth Lopez, Admin. Associate 621-3062
Administration FAX Number 626-5428
Ted Nasser, C.P.M, Asst. Dir. of Procurement & Contracting Svs. 621-5449
Asst. Dir. FAX Number 621-5179
Gary Sapp, Special Asst. to the Dir. of Procurement & Contracting Svs. 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
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, 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 Spvrs.  621-3890
Delivery Team  621-3877

AHSC Receiving
Customer Service  621-4051
FAX Number  626-9749
## PROCUREMENT AND CONTRACTING SERVICES (PACS) REFERENCE GUIDE

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From PACS Home Page, you can “click” to see the individual home pages of all PACS areas.

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The University of Arizona

P.A.C.S.
PROCUREMENT AND CONTRACTING SERVICES