Dear Colleague,

I hope everyone had a safe and memorable holiday season. It is wonderful to have time with family and friends and an opportunity to reflect on the many blessings we each enjoy. Though it is nice to have time away from work it is also nice to be back here doing our best to move this great University forward.

In December I had the opportunity to participate with CCIT in discussions with some selected technology companies to see where technology is going in the next several years. For someone with a very limited technology background, it was incredibly interesting to see the things that are or will be available in this arena in the near future. This exercise made it even more apparent to me that in order to fulfill President Lindks’ vision for the University of Arizona, we must embrace technological opportunities for the purpose of attracting the best students and providing them with a world class education.

This month we will be launching the University’s e-procurement solution, Arizona Buyways. This program will allow you to order those commodities most used at the University online with robust automated workflows. Using this tool will allow for you, our customer, to eliminate redundant ordering processes and obtain your products in a much shorter turn-around time. Kirk Ketcham, Associate Director, and Patty Taylor, E-Purchasing Manager, have been working very hard over the past year to bring this offering to life. It is a starting point for what will prove to be many more offerings using the latest technological advances to enhance the purchasing experience at the University.

Thank you all for your continued support of Procurement and Contracting Services and my best wishes for a productive and successful new year.

Please feel free to contact me if I can be of assistance. You may reach me via email at macks@u.arizona.edu or by phone at 621-3062.

Sincerely,

Stephen G. Mack, C.P.M.
Director

Inside:
Ways to help
Reduce Credit Card Fraud!!
Tips of the Month!

Helpful Hints to Reduce Credit Card Fraud

• MasterCard, Visa and JPMorgan Chase do not request credit card or personal information through email requests. Please be extremely cautious of emails requesting sensitive information. If you have any doubts about the authenticity of an email or any bank request, please call the PCard Department or the 1-800 number on the back of your PCard.

• Try to limit use of non-secure Web pages when using a credit card number online. Make sure the little padlock is locked on the page where you enter your PCard number; this identifies the site as being secure.

• Do not share or loan out an individual Visa Purchasing card. Know where your PCard is at all times and keep your card secure.

• Always report a lost or stolen PCard to JPMChase (1-800-270-7760) and the PCard Department as soon as possible.

• Reconcilers & Approvers should check PaymentNet no less than once a week (preferably daily) to verify all PCard charges are valid. Any suspicious or unusual activity should be reported to the PCard Department as soon as possible.

Please contact Misty McCormick at 520-621-3288; mail to: sandberm@u.arizona.edu or Meghan Thein at 520/621-3099; mail to: mthein@email.arizona.edu with any questions.

Thank you!

Name: MTI Solutions, LLC and Insight Partnership
Mentor/Protégé Technology Partnership with Minority-Owned Business

Address: 7830 East Portobello Avenue
Mesa, AZ 85212

Phone: MTI Solutions:
602-363-6647
Insight: 602-750-3561

Business: Single-source provider of information technology products and services.

Contact: Robert Velasco, President, MTI Solutions, LLC
Kurt Idler, Sr Account Manager, Insight

Colleges and universities, large enterprises, and small and medium-sized businesses (SMBs) are uniquely challenged with building an infrastructure that supports the multiple demands being placed on their businesses. Yet the one thing they all have in common is their drive to succeed through the innovative use of networking and communication technologies.

Building successful, integrated technology solutions today can be a daunting task. Colleges and universities must consider all the components of the solution and how they interact. In addition, as they become more dependent on technology, systems are no longer built as stand-alone entities; they must also integrate across the entire LAN/WAN infrastructure, be easy to use, and be available all the time.

To help meet the requirements of colleges and universities, Insight Enterprises (www.insight.com) has formed a strategic “mentor/protégé” partnership with an Arizona-based, minority-owned company called MTI Solutions, LLC (www.mtisolutions.com). Together, they recognize that organizations need competitive pricing for technology solutions and they need partners to help them identify and deploy technology solutions that enable them to print, move and manage information more effectively and efficiently, reaping the benefits of a streamlined information system. MTI Solutions and Insight have proven to be a strategic business partnership by working with our customers to solve business problems that significantly impact the productivity of employees.

Together, MTI Solutions and Insight offer more than 200,000 computer hardware, peripherals, and software products (made by manufacturers such as Hewlett-Packard, Microsoft, Cisco, and IBM) and a complete line of IT services.

For more information on the MTI Solutions and Insight technology partnership, please contact Robert Velasco at 602-363-6647 or via email at roby@mtisolutions.com.

For information on other Small, Minority or Women-Owned Businesses, please contact Ernie Webster, Manager, Small Business Supplier Diversity Program at 621-2888.
Stores Blanket Vendors

Additions: January / February 2004

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor Address</th>
<th>Phone #</th>
<th>PO #</th>
<th>Commodity</th>
</tr>
</thead>
<tbody>
<tr>
<td>G H A Technologies</td>
<td>Scottsdale</td>
<td>480-627-0050</td>
<td>958190</td>
<td>Servers, notebooks, networking, peripherals, academic software.</td>
</tr>
<tr>
<td>Master Industrial Supply</td>
<td>1321 E. Ajo Way #103</td>
<td>882-6515</td>
<td>958189</td>
<td>Casters, caster wheels, hand trucks, shelving, Casters, cargo supplies</td>
</tr>
<tr>
<td>(formerly Dunn &amp; Co.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tech Depot</td>
<td>Connecticut</td>
<td>203-615-7000</td>
<td>958191</td>
<td>Computer equipment and supplies</td>
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Changes: January / February 2004

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Change made to Vendor</th>
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</thead>
<tbody>
<tr>
<td>Al’s Auto Center</td>
<td>No longer a Stores vendor</td>
</tr>
<tr>
<td>Arizona Fluid Power</td>
<td>No longer a Stores vendor</td>
</tr>
<tr>
<td>Audio Visual Rent Center</td>
<td>No longer a Stores vendor</td>
</tr>
<tr>
<td>Jim Brady Recording Studio</td>
<td>No longer a Stores vendor</td>
</tr>
</tbody>
</table>

SURPLUS PROPERTY

Used Cartridges
Surplus Property will pick up your used toner and inkjet cartridges. Rather than throwing out your used cartridges, give Surplus Property a call at 621-1754 to schedule a pick up for your cartridges.

Public Auctions
You’re invited to the University of Arizona’s Surplus Property auction.

Auctions are conducted every other Tuesday starting at 8:30 am. Merchandise can be previewed on the Monday before the auction from 7:30am - 4:00pm. If you are into restoring old furniture or like the antique look, this sale is for you. In addition, we have working computer and office equipment.

Upcoming auction dates: January 13, 2004
January 27, 2004
February 10, 2004
February 24, 2004
March 9, 2004
March 23, 2004

Typical items include computers, office furniture, bikes, lab and office equipment. Unusual items have included a crane, a loader, jewelry, office trailer, and weight equipment.

Sales are conducted at the 21st & Warren Warehouse close to 22nd Street & Cherry Avenue.
For more information, please contact us at 621-1754 or visit our website: http://w3.arizona.edu/~pacs/pacs_home.html under Surplus Property.
PACS Reference Guide

<table>
<thead>
<tr>
<th>Service</th>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Purchasing Office</td>
<td>621-1747</td>
<td>621-5179</td>
</tr>
<tr>
<td>AHSC Purchasing Office</td>
<td>621-1747</td>
<td>626-8459</td>
</tr>
<tr>
<td>Contracting Office</td>
<td>621-3514</td>
<td>621-9847</td>
</tr>
<tr>
<td>FRS OLR Help-Line</td>
<td>626-4000</td>
<td>-</td>
</tr>
<tr>
<td>Purchasing Card Program</td>
<td>621-3288</td>
<td>621-1245</td>
</tr>
<tr>
<td>Supplier Diversity Program</td>
<td>621-2888</td>
<td>621-9847</td>
</tr>
<tr>
<td>dPR Attachments - “Only”</td>
<td>-</td>
<td>626-8008</td>
</tr>
<tr>
<td>Stores (Warehouse) Operations</td>
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<td>621-7975</td>
<td>621-3533</td>
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<tr>
<td>AHSC Receiving</td>
<td>626-4051</td>
<td>626-8459</td>
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<tr>
<td>Central Receiving</td>
<td>621-3877</td>
<td>621-3196</td>
</tr>
<tr>
<td>Printing &amp; Graphic Services</td>
<td>621-2571</td>
<td>621-6478</td>
</tr>
<tr>
<td>Surplus Property</td>
<td>621-1754</td>
<td>798-0719</td>
</tr>
</tbody>
</table>

Web Sites:
- PACS Home Page Address: http://w3.arizona.edu/~pacs/pacs_home.html
- Credit Card Problems: http://w3.arizona.edu/~pacs/purch/home.html
- Printing & Graphic Services: http://w3.arizona.edu/~pacs/printinggraphics/home.html
- Tips Newsletter: http://w3.arizona.edu/~pacs/pacs_home.html

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

Tips Subscriptions

New Way to Access Tips Newsletter

Tips can now be accessed online at the following website:
http://w3.arizona.edu/~pacs/pacs_home.html

Therefore, if you prefer viewing tips online and no longer wish to receive a paper copy in the mail, please notify Georgeanne Tesi via email at gtesi@u.arizona.edu or fax at 621-6478. She will remove your name from the mailing list. If you do nothing, you will continue to receive your copy in the mail.

To change your address:

Send a memo or email to Georgeanne Tesi indicating your old address as it now appears on the mailing label and provide her with your new address. Georgeanne’s mailing address is:

Printing & Graphic Services
Attn: Georgeanne Tesi
Room 102, West Stadium

Change in Volt Services Temporary Employment Contract

Volt Services Group now accepts the P-Card as a payment method for temporary employment services. Please contact Rob McMullen at 621-3067 or by email at rmcmulle@u.arizona.edu with any questions concerning the contract with Volt Services or any of the other eight vendors contracted to the University of Arizona.

Happy New Year!