Marketing
The 2009 University of Arizona Supplier Showcase Postponement

Due to the impact of current economic issues affecting many of our sponsors, the 2009 University of Arizona Supplier Showcase will not be held.

We will reevaluate the economic climate as we approach 2010 and make a decision at that time whether to continue with The University of Arizona Showcase tentatively scheduled for April 26th and 27th of 2010.

If there are questions, please contact John Bentley, your PACS Showcase Coordinator: bentleyj@u.arizona.edu or (520) 626-7439.
**Stores**

**Coming soon to Stores . . .**
Tip One Pipet Tip System and Seal Rite PCR tubes from USA Scientific.

**Did you know . . .**
Spectrum Chemicals has been added to the Stores inventory!!!

**Stores now stocking . . .**
Avant hand sanitizer environmentally sensitive formula. This is a “green” product, it come in a 16.9 fl oz pump/bottle. Item # 02005500 $4.77 each.

**Don’t forget . . .**
We also have in stock Hyflex foam gloves, in sizes 8 and 10. They are sold by pair $4.34 or by pack $48.00. Please call 621-1754 for item numbers.

**Surplus Property**

**Reminder to all Departments**
Surplus Property has a new online system to input disposal requests. If you would like a refresher or have not been shown the system, please contact us at 621-1754. We will be happy to schedule a training session for you!

Auctions start at 8:30am. In Person Preview is on Monday prior to the auction from 7:30am to 4:00pm.

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

Auction website is: uaauctions.arizona.edu

**SUPPLIER DIVERSITY PROGRAM**

Ernie Webster, Manager of the Small Business Supplier Diversity Program, Procurement and Contracting Services, is available to help all University departments to find qualified small, minority and women-owned businesses for any necessary services and products.

Ernie not only monitors federal subcontracting requirements for research grants, and also interacts with every viable small business agency such as the City of Tucson, Pima County and the U.S. Small Business Administration, but also interacts and shares information relating to finding small businesses used by corporations such as Raytheon and Southwest Gas.

If your department receives a federal subcontract award, the minimum goals for small business participation are 23 per cent for all small businesses; five per cent for minority and women-owned businesses; and three per cent for all other categories such as Veterans and Historically Underutilized Businesses.

Ernie can also assist with expanding your data base of qualified businesses to create more competition and to get better pricing for your products or service needs.

For more information on how the Small Business Supplier Diversity Program can assist your department, please call Ernie Webster at 621-2888.

**Public Auction**
**Dates:**
March 3, 2009
March 17, 2009
March 31, 2009
April 14, 2009
April 28, 2009
May 12, 2009
May 26, 2009
Purchasing Card (PCard)

PCard Reminders:

- PCard Customer Service number: 626-9091
- Be sure to return your Activation Form promptly to the PCard Office after receiving your PCard.
- If you have been issued an Individual PCard and have signed/returned the Activation form to the PCard Office – remember to contact JPMorgan Chase to complete the activation process.
- All Delete Forms, Transfer Forms and Change Form must be submitted by Departmental Liaison to the PCard Office.
- The Responsible Cardholder of a Department PCard cannot delegate the physical card check out responsibility to another person.
- University invoices from cellular phone service providers can be paid by the department with the PCard.
- Departmental Liaisons are to ensure that the ownership of a Department PCard is transferred via transfer form, or the card temporarily suspended during the absence of a responsible cardholder (i.e. Sabbatical leave, vacation, extended illness, etc.)
- If card is lost/stolen over the weekend contact JPMorgan Chase immediately @ 1.800.270.7760 (do not wait until Monday morning)
- Immediately contact PCard Administration if there is an unrecognized charge in PaymentNet.

Department Liaisons should contact the PCard Office to have that PCard temporarily suspended if an employee will be out on an extended absence.

Best Practices:

- Be aware of your surroundings when providing PCard information.
- Watch out for Phishing emails.
  *JPMorgan Chase does not send out emails requesting updating Password or Address information associated with PCards.
- Watch for skimming. Keep an eye on the PCard while the transaction is being processed by the merchant.
- Safeguard your PCard by knowing where your PCard is at all times.
- Look closely at Uniform Resource Locator (URL) when purchasing over the internet
  *Check for spelling errors:
  i.e. www.micosoft.com or www.mircosoft.com
  typed instead of www.microsoft.com
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.
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 the Assistant Director of Procurement and Contracting Services for Clarification.

PURCHASING
Computer Situation-MPC/Gateway & Alternatives

In light of the Chapter 7 Bankruptcy filing by MPC/Gateway, Procurement and Contracting Services has been working closely with HP and Dell to make the purchase of computers easier for our customers. We’ve had multiple conversations with both of these vendors with regards to getting them up and running on Arizona BuyWays. In addition, we are currently “piggybacking” off contracts that each vendor already has in place. As soon as Dell and HP are up on Arizona BuyWays, you’ll be able to place orders that exceed $5,000 via this avenue. Until then, you can process dpr’s in excess of $5,000 to either of these vendors without the need for competition. We are also looking into the possibility of having qualified departments become certified to do their own repairs and warranty work.

Because of the current situation involving Gateway/MPC, we are asking that no more systems be sent back to them for warranty work. Any department that has systems currently in Gateway/MPC’s possession needs to let us know so we can document them for our records. You can contact Beth Lopez at bethlope@email.arizona.edu with that information. If warranty work is needed on a Gateway/MPC system, Accram, a local small business, has agreed to provide it for a reasonable fee. They can be reached at 624-0169 and ask for Dianna.

If you have any questions about this, please contact us, Tom Fiebiger at 621-5933 or fiebiger@email.arizona.edu or Ted Nasser at 621-5449 or enasser@email.arizona.edu.
Arizona BuyWays and Stores Inventory

Not everyone is aware that Stores Inventory is an available vendor on Arizona BuyWays. Stores has a hosted catalog, which means users are not taken to a different website as they are with Office Depot, for example. All shopping for Stores Inventory is performed on the Arizona BuyWays site.

To search for an item in the Stores catalog, please use the “All Hosted Catalog Search” near the top of the Arizona BuyWays home page. Enter a keyword in the “must include the words” or “include any of the words” field; enter “Stores” in the Supplier Name field to refine your search. Click the Search button, and a Products Found page will appear underneath the vendor icons.

Enter the quantity desired, and click on the Add To Cart icon. If selecting multiple items from the same page, click the Select box next to the item and then click the Go button next to Add To Active Cart.
### Arizona BuyWays and Stores Inventory - Continued

#### Products Found:

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<th>Price</th>
<th>Quantity</th>
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<td>BO 5gal</td>
<td>2.78 USD</td>
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<td>WATER MOLECULAR BIOLOGY REAGENT</td>
<td>1/EA 1L</td>
<td>22.35 USD</td>
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#### Weight

- 100 Stores Stockroom

#### Categories

- Ultrapure Water
- Biochemical Reagents

#### Suppliers

- TECHDEPOT
- WESTPRESS
- GRAINGER
- MRO/Facilities
- MESC
- Furniture
- Corporate Express

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To filter by Supplier or filter by Category, select the filter icon in the "Supplier" or "Category" column headers below. Click here for additional help.
XEROX AND HP/IKON NOTIFICATIONS

The monthly notifications you receive for the lease and maintenance of your copier machines are generated by the Printing Services section of the Procurement and Contracting Services department.

Let us explain how these notifications are generated and what you need to do when you receive these notifications.

Xerox and HP/IKON sends a monthly summary bill to the Printing Services section detailing the activity for each machine. Xerox reads the copier meters at the end of each month and presents the summary to Printing Services around the 15th of each month. HP/IKON reads the meters around the 15th of each month and presents the summary to Printing Services around the 25th of each month. Once the Printing Services section has the summaries, they are reviewed for any missing information such as account numbers, object codes, contact information etc. When the necessary information is gathered an email notification is sent to the contact person detailing the activity and charges associated with each machine for that period.

When the email notification is received the responsible person should review the information.

If the information is correct you only need to save the notification for your records and no other action is required.

If you find an error on the notification or dispute the number of copies charged you should reply to the email notification right away and explain what you believe is wrong.

If at any time you would like to change the account number that is being charged, split the charges between different account numbers or change the contact person who should receive these notifications you may reply to the email notifications with your requested changes or contact Printing Services at any time at 621-3097 or email jrwilson@u.arizona.edu.
PACS YEAR-END PROCESSING CALENDAR
MARCH - JUNE 2009

Purchasing Year End Calendar

Now

2009/2010 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 7/1/09. Encumbrances are held in a file and will be entered on your 2009/2010 FRS accounts.

Friday, May 1, 2009

Last day to submit fully approved Purchase Requisitions to Purchasing to ensure the order is placed, delivered and paid as 2009/2010 business.

NOTE: If the Contracting Office must sign a vendor’s contract, allow approximately three to four weeks’ additional processing time.

Friday, May 22, 2009

Purchasing will stop processing increases & cancellations for blanket Purchase Orders (PO type “BO”).

Monday, June 08, 2009

All New Year (2009/2010) Purchase Order encumbrances processed up to date will be in the New Year FRS accounts.

Friday, June 12, 2009

2009/2010 Maintenance Orders processed to date will be mailed to vendors and departments.

Friday, June 12, 2009

All 2009/2010 Property Lease Purchase Orders and Change Orders should be entered.

Friday, June 12, 2009

All other 2009/2010 Purchase Orders & Change Orders (future dated 7/1/09) will be mailed to vendors and departments from this date forward.

Friday, June 26, 2009

2009/2010 Pre-Paid Purchase Orders (PPOs) processed to date will be mailed to vendors and departments.

If you have any questions, please contact Lucy Soriano, Operations Coordinator @ 621-7631
**Stores Year-End Calendar**

**Friday, June 26, 2009**

Cut off date for purchases made from a Stores Blanket Vendor. This means that if you make a purchase by Friday, June 26, 2009, the Stores Order Form is received prior to Tuesday, June 30th; we will process this transaction in fiscal year 2008/2009.

We will make every attempt to bill any other June purchases made after this date. If you make a purchase after Friday, June 26, 2009, that must be billed in fiscal year 2008/2009 you must hand carry the invoice prior to Tuesday, June 30, 2009, 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.*

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**Central Receiving Year End Calendar**

**Friday, June 19, 2009**

Last day to submit receiving information to Central Receiving or Medical Receiving. As you know, invoices for shipments received on or before Friday, June 19, 2009, must be paid in Fiscal Year 2008/2009. 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 paper 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.*
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 Svvs. 621-9513
Beth Lopez, Admin. Associate 621-3062
Administration FAX Number 626-5428
Ted Nasser, C.P.M, Asst. Dir. of Procurement & Contracting Svvs. 621-5449
Asst. Dir. FAX Number 621-5179
Gary Sapp, Special Asst. to the Dir. of Procurement &Contracting Svvs. 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
Customer Service Main Number 621-1747
Customer Service 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, Operations Coordinator 621-7631
Ops. Coordinator FAX Number 626-5428
Kirsten Lamberton, Ofc. Spec./Customer Service 621-1747
Gail Hanson, MOSAIC-Kuali Resource Project 621-5701
Stephanie O’Donnell, Office Specialist 626-4829

Marketing
John Bentley, C.P.M., Marketing Specialist Assoc. 626-7439
Marketing FAX Number 621-3439

Supplier Diversity Program
Ernie Webster, Supplier Diversity Mgr. 621-2888
Supplier Diversity Program FAX Number 621-9847
Diane Newman, Mall Events Coord. 626-2630
Mall Activity FAX Number 621-2545

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
FAX Number for T. Fiebiger 621-6602
Rob McMullen, C.P.M., Buyer Sr. 621-3067
Lila Sorensen, Buyer 626-3538
Denise Puella, Buyer 621-3871
Gloria Zimmerschied, Buyer 626-7926
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

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
Lucy Duvall, Arizona BuyWays Coord. 626-8816

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
Monica Cruz, Office Spec., 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
Ramona Saucedo-Crockwell, Office Asst. Front Desk 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
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From PACS Home Page, you can “click” to see the individual home pages of all PACS areas