Dear Colleague,

Thank you to all who took the time to come and support the Procurement and Contracting Services’ Third Annual Supplier Showcase. Based on the quantity of food consumed and the crowded aisles, my guess is that we will have met or exceeded last year’s turnout.

Every supplier I talked with raved about the turnout and said the right people were coming through at the show. The common thought the suppliers expressed was that they are invited to attend a good number of trade shows during the year and sometimes feel compelled to be there, but that our show was really of value to them; and they appreciated the opportunity to be there.

Thank you to our valued suppliers who took time out of their busy schedules and supported the show. Without their support, we would not have a showcase. Their financial support provided the funds for the lunch and the facilities so again, thank you all very much for supporting the University and PACS.

A special “Thank you” to all those PACS members who spent so much time planning and running the showcase. It takes an incredible amount of time and effort to put a program like this together as John Bentley and Todd Knoop who co-chaired the Showcase Committee, can tell you. Members of their committee were Diane Newman and Tom Fiebiger. Ted Nasser and Sue Lockwood led Subcommittees. Sue’s Decoration Subcommittee consisted of Marisa Valdez, Lucy Soriano, Ernette Leslie, and Lynn Geyer. Ruben Perez and Marisa Valdez handled the financial portion of the showcase. Nick Cheever created our online registration and was responsible for the Web site. In addition to those named above, other PACS personnel came through for us by serving at any or all the actual events. They are Reuben Beltran, Oscar Jaramillo, Dan Garcia, Chris Huggins, Paul Tippett, Patty Taylor, Misty McCormick, Lucy DuVall, Ernie Webster, Laurie Rodriguez, Stewart Smith, Mark Fastje, and Rob McMullen. Last, but not least, are the PACS staff that remained in the department so that business could carry on as usual.

We take great pride in making sure that we live by our motto, “Whatever It Takes” and providing an opportunity for University departmental buyers to mingle with our valued suppliers is very important in providing valuable information. Thanks again for coming to the show and making this year’s event a sensational success.

If I can assist you in anyway, please feel free to contact me by phone at 621-5827 or by email at macks@u.arizona.edu.

Sincerely,

Stephen G. Mack, C.P.M., Director
Procurement and Contracting Services

Corning Names Fisher Scientific As Their Preferred Distribution Partner

As of April 25, 2005, Corning will no longer be distributing their products through VWR. VWR is no longer an authorized distributor of Corning, Costar or Pyrex products (including equipment). Additionally, Corning will no longer supply VWR’s private label plastic serological pipettes and centrifuge tubes.

I have been informed that the pricing and delivery time will remain the same with Fisher Scientific as it was with VWR. So, for your Corning products you can either submit your orders normally through the University requisition method (OLR) or place your orders with Fisher directly online using your University Purchasing card. The URL is www.fishersci.com. If you need assistance in setting up a logon ID and Password, please contact the University of Arizona sales representative for Fisher Scientific, Connie Armenta. Connie can be reached at (800) 955-6666 ext. 9147, or connie.armenta@fishersci.com.

Procurement and Contracting Services will begin placing all orders for Corning products through Fisher starting April 20, 2005.

If you have any questions regarding this announcement, please give Kirk Ketcham a call at 621-9513.
Tips: Procurement and Contracting Services

Procurement and Contracting Services’ 3rd annual “Sharing Success” Supplier Showcase this past April 19, 2005, was an overwhelming success. With over 2,000 UA attendees, an excess of 1,100 lunches served, and elaborate displays from more than 90 of our most valued vendors, the campus was treated to one of the University’s largest non-student events.

PACS also debuted its marketing video on the big screen along with projections of photos of each booth, courtesy of HP.

The PACS Monopoly circulation game generated a lot of excitement as all Showcase attendees tried to find the 12 mystery vendors, get their game sheets stamped, and enter the drawing for some very nice door prizes. The lucky winners are as follows:

- Margaret Duarte from Enrollment Management won an Audiovox portable DVD player.
- Bertha Corrales from Special Education, Rehabilitation and School Psychology (SERSP) won a Sony digital boom box.
- Cherrie McCollum from Social & Behavioral Science won a Sony Dream Weaver CD-clock radio.
- Pat Gransie from Optical Sciences won a Memorex DVD/CD player.
- Tony Major from Flandrau Science Center won a Toshiba DVD/CD player.
- Mary Raphael from IPASS won a $50 gift card to the UA Bookstore.
- Jessica Pushor from FSO won a $50 gift card to the UA Bookstore.
- Rachel Nielsen from the Arizona Cancer Center won a $50 gift card to the UA Bookstore.
- Robb Carlisle from Soil, Water & Environmental Sciences won a $50 gift card to the UA Bookstore.
- Amanda Palma from Physics won a $25 gift card to the UA Bookstore.
- Rafaela Farney from German Studies won a $25 gift card to the UA Bookstore.

Many other gifts and prizes were awarded from the vendors at the show and we at PACS thank all who participated and those who attended the event. Look forward to next year’s 4th Annual Supplier Showcase to be bigger and better!

Thanks to all, PACS Marketing Team – Todd Knoop and John Bentley.

PACS’ Sharing Success!

Overview

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.

Basics of Contracting

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 following individuals:

- Richard C. Powell, Vice President for Research and Graduate Student and Economic Development
- Joel D. Valdez, Senior Vice President for Business Affairs
- Julius Parker, Associate Vice President for Business Affairs
- Stephen G. Mack, Director, Procurement and Contracting Services (Designated Authorized Signatories for PACS, include the Associate and Assistant Directors, Purchasing and the Contracting Office)
- Jim Livengood, Director of Athletics
- George H. Davis, Executive Vice President and Provost
- Alice C. Langen, Director, Research Standards and Compliance
- Richard A. Haney, Director, Office of Research and Contract Analysis
- Lee Anne T. Peters, Sponsored Contract Officer, Office of Research and Contract Analysis
- Patrick L. Jones, Director, Office of Technology Transfer
- Judith E. Leonard, Vice President for Legal Affairs and General Counsel (limited to contracts for consultants for legal services)

What is a contract/agreement? There is no specific form required for a contract or an agreement. Our office has reviewed shrink-wrap licenses (associated with purchasing software), order forms, and applications. Contracts/agreements come in many forms. If your department is unsure, you may fax the document(s) to 621-9847 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.

That is just one example of how liability is assessed to the individual. This could have been avoided if an authorized signatory had signed the contract/agreement.

If you have any questions or concerns regarding contracting, please feel free to contact, Ernette Leslie at 626-3919.
Ordering Procedures And General Information
For Document Production Strategic Alliance

Acquisition of Copier/Document Production Equipment and Services
(Includes the lease, purchase, consulting or service of all document-producing equipment)

Procurement and Contracting Services, under the authority granted by the Arizona Board of Regents, has determined that expenditures for copiers represent an area of cost and value for the University that, through a prudent and thoughtful business evaluation process, can be optimized. This procedure provides the methodology necessary to ensure the entire University benefits from the following:

- Quality Equipment
- Research/Development Initiatives
- First-Rate Service
- Sponsorship Programs
- Simplified Ordering and Billing
- Student Programs
  (Recruiting, Internships)
- Volume Discounts

Acquisition Procedure

1. Determine if existing contracts with Xerox or HP/Ikon can satisfy the need. You are not required to obtain competitive quotes prior to placing an order if using existing contracts.

2. Contact Vendor or Procurement Representative at:
   Xerox: Nancy Pfersdorf
   (520) 886-6415
nancy.pfersdorf@usa.xerox.com

   HP/Ikon: Hank Brandt
   (520) 615-5820
   hbrandt@ikon.com

   Procurement: Mark Fastje
   (520) 621-5447
   mfastje@arizona.edu

   Vendor representative will provide information and quote estimate for needed equipment or services.

3. When ready to order:
   a. Place your order on Arizona Buways. (To register for Arizona Buways, contact the Arizona Buways customer service team at 626-8979.) or
   b. Contact a Vendor who will provide the department with a Statement of Work (SOW). An online departmental Purchase Requisition (dPR) is not required. The SOW will need to be signed by the department head acknowledging the details of the SOW. By signing the SOW, the department is only acknowledging that the information is correct; there should be no terms and conditions. The fully executed Master Contract with the complete terms and conditions is maintained at Procurement and Contracting Services (PACS).

4. Vendor will forward the approved SOW to Printing & Graphic Services (P&GS) who will be administrating the maintenance billing process directly in the University Financial Records System (FRS). This will allow the vendor to provide the University with a single monthly statement for all departments, which P&GS will deduct directly from FRS.

5. If needs cannot be satisfied by existing contracts, Procurement will need to obtain competitive quotes prior to placing an order over $5,000. For orders over $35,000, Procurement will need to obtain sealed competitive quotes. Written justification will be required for all orders not utilizing existing contracts.

Restor-To-Nu, known for helping clients with tight budgets for more than 20 years, specializes in upholstering, refinishing, office furniture painting and laminating for commercial clients.

Boasting a cost savings of from 30 to 70 percent, Restor-To-Nu, formerly known as D & B Commercial Services, can complete projects as simple as repairing office chairs, replacing cylinders or arm pads to comprehensive departmental overhauls. They have already worked with many University of Arizona departments to determine uniform color schemes, paint all metal furniture including file cabinets, desks, overhead bins, and trash cans.

Because all of the services are done in-house, Restor-To-Nu can better control the timing process and quality of all aspects of the project, according to owners Dianne and Pete Trinque. The company's delivery team works closely with clients to insure minimal negative impact so that departments may complete daily functions during the project.

Since purchasing the company in 2004, the Trinques have been working hard to reshape the business for long-term growth and currently are in negotiations to lease a new facility that will be 50 percent larger and better organized to fit client needs. Response time is no later than 24 hours and usually within the same business day.

Give Dianne and Pete a call today for your departmental refurbishing needs at (520) 747-7401.

For more information on this business or others, contact Ernie Webster, Manager, Small Business Supplier Diversity Program at 621-2888 or ewebster@u.arizona.edu.
Purchasing Year-End Calendar

Friday, May 27, 2005  Purchasing is to stop processing increases & cancellations for blanket Purchase Orders (PO type “BO”).

Monday, June 06, 2005  All New Year (2005/2006) Purchase Order encumbrances processed to date will be in the New Year FRS accounts.

Friday, June 10, 2005  2005/2006 Maintenance Orders processed to date will be mailed to vendors and departments.

Friday, June 10, 2005  All 2005/2006 Property Lease Purchase Orders and Change Orders should be entered.

Friday, June 17, 2005  All other 2005/2006 Purchase Orders & Change Orders (future dated 7/1/05) will be mailed to vendors and departments from now on.

Friday, July 01, 2005  2005/2006 PPO's processed to date will be mailed to vendors and departments.

Friday, July 01, 2005  Departments will no longer be able to direct dPR's to Current or Next Fiscal Year (C/N) on screen 29H. Their access is to the current year only, which at that time, is 2005-2006.

Monday, July 11, 2005  Current/Next Fiscal Year (C/N) field will default to “C” (2005-2006).

Fiscal Year 2005/2006 PO Numbering Series

<table>
<thead>
<tr>
<th>Regular PO's</th>
<th>Blanket PO's</th>
</tr>
</thead>
<tbody>
<tr>
<td>170000</td>
<td>430000</td>
</tr>
</tbody>
</table>

If you have any questions, please contact Lucy Soriano, Operations Coordinator at 621-7631 or Gail Hanson, Office Automation Specialist Sr. at 621-5701.
Purchasing Card Year-End Calendar

Wednesday, June 30, 2005  Purchasing Card transactions with a post date of June 30, 2005 or prior will be posted in Fiscal Year 2004/2005. Any charges with a post date of July 1, 2005 or after will post in Fiscal Year 2005/2006.

If you have questions, please contact Misty McCormick, Purchasing Card Administrator at 621-3288.

Stores Year-End Calendar

Wednesday, June 22, 2005  Cut off date for purchases made from a Stores Blanket Vendor. This means that if you make a purchase by Wednesday, June 22, and the Stores Order Form is received prior to Thursday, June 30, we will process this transaction in fiscal year 2004/2005.

We will try to bill any other June purchases made after this date if possible. If you make a purchase after Wednesday, June 22, and must have it billed in fiscal year 2004/2005 you will need to hand carry the invoice prior to June 30, 2005, 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 at 621-3097.

Central Receiving Year-End Calendar

Friday, July 15, 2005  Last day to submit receiving information to Central Receiving or Medical Receiving. As you know, invoices for shipments received on or before Friday, June 24, 2005, must be paid in Fiscal Year 2004/2005. Invoices cannot be paid until corresponding receiving information has been entered. We are dependent on you for that essential information. This is especially important on purchase orders of several specific types. Those types are PM and R3.

The type code appears on your paper Purchase Order (PO) copy above the “Ship To” address and online, on screen 29C right after the “Date Entered” and screen 220 right after “Document Date."

Central Receiving  Fax: 621-3196
Medical Receiving  Fax: 626-2179

Please contact Fred Martinez, Materials Handler Supervisor, at 621-3890 with any questions.
### Stores Blanket Vendor Additions May/June 2005

<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>Cartridge World Tucson</td>
<td>4592 E. Broadway</td>
<td>325-7979</td>
<td>958210</td>
<td>Inkjet toner cartridges</td>
</tr>
<tr>
<td>Thomas Reprographics</td>
<td>537 N. 6th Ave.</td>
<td>624-8881</td>
<td>958211</td>
<td>Reprographic services</td>
</tr>
</tbody>
</table>

(formerly Tucson Blueprint)

### Stores Blanket Vendor Changes May/June 2005

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Change made to Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genger &amp; Associates</td>
<td>New address: 1842 W. Grant, #101</td>
</tr>
<tr>
<td>Pueblo Automotive</td>
<td>Changed name to Genuine Parts Co. (PO 955146)</td>
</tr>
</tbody>
</table>

### Instructions For Reissue Of Expiring Pcards

Many of your Pcards will be expiring June 30th, 2005. Pcards are good for three years before they expire. As our initial issuance of Pcards from JPMorgan Chase was three years ago, we expect almost half our current cards will be reissued. The new Pcards will have the same 16-digit credit card number, with just a new expiration date.

From our initial issuance July 1, 2002, every subsequently issued PCard will have a rolling expiration date of three years from that card’s issuance date.

There are some steps each department and cardholder can take to make sure this process goes smoothly. First, check the expiration date on your PCard to see when it will expire. (PaymentNet users can see PCard expiration dates in each cardholder profile screen.) Second, verify that your mailing address is correct. (PaymentNet users can see the address in each cardholder profile; it is also the same address to which your statements are mailed. If you would like to update your address, please forward a “change form” to the PCard office.) Third, if your card is going to expire, keep an eye out for the PCard during the month your card expires. (Your PCard is valid until the last day of the month in which it expires.) The cards will be delivered in a plain white envelope directly to the cardholder via U.S. Mail. If a PCard is received for an employee that is no longer with the department or University of Arizona, please forward a “delete form” to the PCard office and immediately destroy the card.

Once you receive your new PCard, each cardholder should call the phone number on the sticker of the Purchasing Card (1-800-270-7760) to activate the card. This automated line will prompt you for the credit card number (on the face of the card), social security number (use an Employee Identification Number or EID number – not a social security number) and mother’s maiden name (if mother’s maiden name was not used, enter chosen password).

If you do not remember your activation password from when you originally received your card, either the cardholder or departmental liaison may send an email request for the password to the PCard Department at jodie@email.arizona.edu. Thank you!
# PACS Reference Guide

<table>
<thead>
<tr>
<th>PACS</th>
<th>Phone</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>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>Arizona Buyways E-Commerce Helpline</td>
<td>626-8979</td>
<td></td>
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<tr>
<td>FRS dPR/OLR Helpline</td>
<td>626-4000</td>
<td></td>
</tr>
<tr>
<td>OLR/dPR Attachments “Only” Fax</td>
<td></td>
<td>626-8008</td>
</tr>
<tr>
<td>Stores (Warehouse Operations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Service Line</td>
<td>621-7975</td>
<td>621-3533</td>
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<tr>
<td>AHSC Receiving</td>
<td>626-4051</td>
<td>621-8459</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://pacs.web.arizona.edu/~pacs/pacs_home.html](http://pacs.web.arizona.edu/~pacs/pacs_home.html)
- Credit Card Programs: [http://w3.arizona.edu/~pacs/purch/home.html](http://w3.arizona.edu/~pacs/purch/home.html)
- Printing & Graphic Services: [http://w3.arizona.edu/~pacs/printinggraphics/home.html](http://w3.arizona.edu/~pacs/printinggraphics/home.html)

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

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## How To Access Tips Newsletter

*Tips can be accessed online at the following Web site:*

[http://w3.arizona.edu/~pacs/pacs_home.html](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
  - P.O. Box 210058
  - Room 102, West Stadium