Can I Tax Exempt Chemicals Used in Research?

**YES!**

**DID YOU KNOW** that you can be exempt from AZ Sales and Use Tax for the purchase of chemicals? Arizona Revised Statutes (ARS) §42-5159(A)(35) and §42-5061(A)(39) allow for this exemption if the chemical is being used in **Research and Development**. Both statutes state:

“Sales of liquid, solid or gaseous chemicals used in manufacturing, processing, fabricating, mining, refining, metallurgical operations, research and development and, beginning on January 1, 1999, printing, if using or consuming the chemicals, alone or as part of an integrated system of chemicals, involves direct contact with the materials from which the product is produced for the purpose of causing or permitting a chemical or physical change to occur in the materials as part of the production process. This paragraph does not include chemicals that are used or consumed in activities such as packaging, storage or transportation but does not affect any deduction for such chemicals that is otherwise provided by this section...”

It will be up to the researcher to determine if the chemical used should be tax exempt for research and development purposes, and all orders placed via DPR must have the following statement on either the notepad (screen 22n) or on the line (screen 29L):


For additional information about this exemption, contact Chunyan Pan at 621-1957 or panc@arizona.edu.
We are pleased to announce the following recent changes to the Moving Agreements that are available to all new hires.

1. Please welcome a new designated booking agent for Mayflower Transit, Dircks Moving Services. The University’s representatives are:

   - Buffy VanSickle
     Toll Free Telephone #: 800-523-5038, ext. 5512
     Direct Dial: 602-269-5512
     Direct Fax #: 602-477-2932
     Email: bvansickle@dircks.com

   - Tara Dewey
     Toll Free Telephone #: 800-523-5038, ext. 5549
     Direct Dial: 602-269-5549
     Direct Fax #: 602-477-2969
     Email: tdewey@dircks.com

Dircks has set up a University Employee Website: [www.dircks.com/uofa.aspx](http://www.dircks.com/uofa.aspx) that has hints & tips about moving and other helpful items that will help make moving a better experience.

Their regular website is: [www.dircks.com](http://www.dircks.com). They offer a 64% discount on packing & transportation, free valuation up to $75,000.00, guaranteed pick up & delivery dates, free estimates (binding, not-to-exceed quotations). In addition to a normal household move, they also handle auto transportation and specialize in office, electronics and laboratory moves.

2. New contact person for Graebel /Lightning Movers, Inc.: Paul Pusko, email address is: npusko@graebel.com.

3. New contact person for AAA Pro Moving & Storage, Inc.: Steve Guzeman, email address is: steveg@aaapromoving.com.

For questions or further information concerning the Moving Agreements, please contact Rob McMullen, C.P.M., Senior Buyer @ 621-3067, by fax @ 621-5179, or by e-mail @ rmcmulle@arizona.edu or Ted Nasser, C.P.M., Assistant Director @ 621-5449, by fax @ 621-5179, or by e-mail @ enasser@u.arizona.edu.

In these days of the world attempting to go “green”, there are simple ways we all can contribute to the cause of conservation. One course of action that comes to mind here at PACS is cutting down on the amount of paper we use everyday.

PACS has noticed an abundance of attachments coming through the fax machine that have screen prints of the dpr along with quotes, registrations, etc. These screen prints are not necessary for the processing of your orders.

**DID YOU KNOW . . . . . . when the dpr prints in Purchasing, all of the information from those screen prints is already on it?**

Therefore, when you print those screen shots, and then fax them to us, *where they again print over here becomes a waste of paper*. Most of the buyers simply recycle those pages anyway as they add no value to the order but rather add to the bulk of the PO file.

So, the next time you have an attachment to send to Purchasing, resist the urge to print the dpr screens, write the dpr number on the pertinent attachments (at least one inch from the top) and fax them to us. You’ll save paper and make the University a “greener” place!
The 2008 VISA Sponsored PCard Summer School was a great success. This year’s theme was PCard Olympics. The event was held on July 23, 2008 and drew over 230 attendees. These participants were mainly comprised of PCard Liaisons, Reconcilers and Approvers.

The PCard team was delighted to have a Keynote Speaker from our University: Gayle Hopkins, PhD. As a participant in the 1964 Tokyo Olympics (Track & Field Team) he provided first hand insight into the Olympics and the drive and determination of the athletes. In addition to this glimpse into the Olympics, the group was provided with some personal PCard experiences.

The event provided a day of comprehensive workshops on a variety of topics:

Patricia Larkin Green, JPMorgan Chase- Relationship Manager, held a morning and afternoon Workshop Titled: Fraud and Dispute Chargeback Credits & Reversals XFER to ####, and Everything In Between. The workshop covered the processes that JPMC goes through for disputes and fraud relating to PCards. The workshop also provided screen shots of chargeback credits and transfers that post to PaymentNet.

Floyd Roman, Assistant Comptroller and two of the FSO Compliance Staff Gennady Sare and Susan Reece, presented on the Workshop Title: Pole Vaulting Over Common Compliance Issues. The Compliance Team discussed the status of the PCard document centralization program, the importance of complete documentation, and some of the more complicated issues encountered with University and PCard policy. This session also identified common pitfalls and discussed the proper way to handle them. Format for the workshop was a combination of lecture, some case studies/scenarios and a question and answer period.

Chunyan Pan, Tax Manager from Financial Services Office held a morning and afternoon Workshops Titled: Tax, Tax & More Tax. The presentation covered sales, use tax and tax exemptions in Arizona.

Ted Nasser, Assistant Procurement Director, and Jeff Wilson, E-Purchasing Program Coordinator from Procurement and Contracting Services presented a morning Workshop Titled: Procurement Methods for Small Dollar Transactions. This covered the following methods for small dollar transactions; Arizona BuyWays, Stores Blankets, Stores Inventory, Dpr’s and the PCard

Dureen Berg, PCard Program Coordinator, facilitated a morning Workshop Title: Sharing Among Peers – A round table discussion. This was a new format of workshop this year, which allowed PaymentNet users to discuss advantages of using reports and queries with each other.

Karen Brookbanks, PCard Administrator, presented a morning workshop Titled: Workshop Title: Frequently Asked Questions. This workshop was geared to answer the most commonly asked questions that come into the Purchasing Card Office.

Open Forum as the Workshop Title conducted by the entire PCard Staff: Karen Brookbanks, Dureen Berg, Jeff Sembar and Monica Cruz. This was a chance for attendees to ask questions and discuss best practices among the group.

A thank you goes out to all those who were able to attend the 2008 PCard Summer School. For those who could not attend this year, we hope you can join us next year. You all contribute to the success of the PCard Program.

PCard Reminders:

Individual PCards cannot be shared with others. The Individual whose name appears on the PCard is the only person authorized to make purchases using that specific PCard.
Stores

The Stores Department offers a wide range of biological products. We stock products from various vendors including Fermentas, Qiagen, Sigma Genosis, Bio-Rad, Promega, Fisher, VWR, and CLP.

For complete information and a list of all biological vendors contact Steven Ravicchio at 621-7975

Stores just added Office Depot Redtop (348037) paper to their inventory, the catalog number is 01003986. Sold by the pallet only, 40 cases to a pallet at $31.06 per case, total for a pallet would be $1242.40. This would include tax and delivery.

We have also added the 12oz Styrofoam cups to our inventory item number 02003820 the cost is $0.95 for a pack of 25 cups.

Did you know ?......
Stores is a hosted vendor in Arizona Buyways? All of Stores products can be ordered and searched in Arizona Buyways.

Coming soon.....
Environmentally friendly “Green” ☕️ cups!!!!!
All University of Arizona Staff, Students and Departments are invited to attend the Annual Minority Enterprise Development (MED) Week Awards Celebration to be held Wednesday, September 17th at the Hilton Tucson East, 7600 E. Broadway.

This is the 14th year for the Tucson MED Week event which honors the accomplishments and contributions of minority business owners in Arizona. The national MED Week began in 1983 by Presidential Executive Order to recognize minority business owners nationwide.

Ernie Webster, UA Small Business Supplier Diversity Manager, Procurement & Contracting Services, is Co-Chair and Sponsorship Chair for this prestigious event.

The lovely and talented Teresa Jun, weekend anchor for Tucson’s KOLD-Channel 7 News will host MED Week 2008.

“The Power of Strategic Alliances in the Global Economy” is the theme for both the national and Tucson event. It recognizes outstanding minority businesses in seven categories:

- Construction
- Exporting
- Manufacturing
- Retail
- Service
- Supplier/Distribution
- Technology

In addition to minority business owners receiving awards, the Tucson MED Week awards $1,000 scholarships to minority students attending either the University of Arizona or Pima Community College; and minority business owners are also eligible to receive scholarship monies to enroll in Microbusiness Advancement Center small business education programs. More than $39,000 has been awarded since this program began six years ago. Funds collected from an annual MED Week Silent/Live Auction fund the scholarship program.

The MED Awards Celebration is presented by the Microbusiness Advancement Center and is coordinated by the Minority and Small Business Alliance of Southern Arizona that is composed of 25 members from local, state, and federal agencies as well as corporations and small business owners.

For ticket costs and more information, please call Ernie Webster at 621-2888 or email him at: ewe@u.arizona.edu
POLICY TITLE: CONFLICT OF INTEREST

Policy Number: 1.4
Effective: October, 2001
Revised: September 2006

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 for 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.

Surplus Property

The Surplus Property department has a software program that allows departments to enter their disposal requests on-line. In addition, you can track the progress of your pick up. Authorized approvers review the request prior to surplus being scheduled for pick up. Departments can request a desired pick up date. Please contact Ramona to schedule an on-site training at 621-1754.

Surplus Property department conducts auctions every two weeks on a Tuesday, located at 1145 S. Warren. Auction doors open at 8:00am and the auction starts at 8:30am. Merchandise can be physically previewed on the Monday before the auction from 7:30am to 4:00pm. This allows customers to test equipment and view in person. On-line preview starts on the Friday prior to the auction through 7:00am on the day of auction. Registration can be done at the auction website, uaauctions.arizona.edu or at the Surplus Property office. Registered bidders can be present at the auction, or can bid from their computer at the time of the auction. In addition, proxy bids can be placed starting on the Friday prior to the auction through 7:00am on the day of auction.

Public Auction Dates:

- August 26, 2008
- September 9, 2008
- September 23, 2008
- October 7, 2008
- October 21, 2008
- November 4, 2008
- November 18, 2008
- December 2, 2008
- December 16, 2008

Common auction items include: bikes, computer equipment, furniture, lab equipment, jewelry, and vehicles. Some uncommon items that have been in auction are rabbit cages, CB radio, kayak compass, military helmet, wetsuits, 55 gallon drums, and welders.

Auction website is: uaauctions.arizona.edu
The Stores Blanket Section would like to thank the University community for its patience as we revised our procedures for processing Stores Blanket transactions. With the help of departments across campus we believe we have a system in place that will not only ensure all transactions are approved by an FRS authorized signer, it will also allow our Stores vendors to be paid in a more timely manner. Please review the following procedures for processing a Stores Blanket vendor transaction.

**How to process Stores Blanket Purchases**

Due to audit requirements, Stores will not bill departmental accounts from a vendor’s invoice (NOSOF). When a purchase is made from a Stores Blanket vendor a merchandise order form must be completed and signed by an FRS authorized signer for the account to be charged. Stores will implement a new procedure for processing Stores Blanket transactions effective immediately. This procedure will ensure all purchases made through the Stores Blanket system are authorized by an FRS authorized signer for the account to be charged.

**The new process for Stores Blanket purchases is as follows:**

1. A purchase is made from a Stores Blanket Vendor.

2. Department will fill out a Merchandise Order form and attach a copy of the packing slip/receipt. Please make sure the person signing the bottom of the Merchandise Order form is an FRS authorized signer for the account to be charged.

3. Departments will fax the form along with the vendor’s packing slip/receipt to 621-1245 or send it through campus mail. Use this address for campus mail:

   Stores Department  
   USA Building  
   5th Floor  
   PO 210300

4. The Stores Blanket section will e-mail a PDF of the vendor’s invoice when it is received, to an FRS authorized signer for the account to be charged, when a Merchandise Order form is not received from the department after 10 business days from receiving the invoice.
5. The FRS authorized signer will review the invoice and fill out a Merchandise Order form and either fax the form along with the vendors invoice to 621-1245 or send through campus mail. Use this address for campus mail:

Stores Department  
USA Building  
5th Floor  
PO 210300

6. If a department disputes a charge they should contact Stores at 621-7305 immediately.

7. If Stores does not receive the Merchandise Order form back within five (5) business days a reminder notice will be sent (phone call or another email).

8. After five (5) business days from the reminder notice and Stores still has not received the Merchandise Order form, a call may be placed to the department dean/director/department head for resolution.

The e-mail with the PDF of the invoice will be sent to an FRS authorized signer within your department. This person does not have to be the one to sign the form, but whoever does, must have FRS signature authority for the account to be charged. If you would like to submit a list of account numbers and the emails of the contact person as well as a backup you want the email to be sent to, you may. Please fax these to Jeff Wilson, 621-1245 or email to jrwilson@u.arizona.edu.

Stores would like to thank the University community for its assistance in providing these documents in a timely manner. You can print out a Merchandise Order form by surfing to campus eforms at this link:

http://uabis.arizona.edu/eforms/Launcher.asp?FormID=114.
## PROCUREMENT AND CONTRACTING SERVICES (PACS) REFERENCE GUIDE

<table>
<thead>
<tr>
<th>Service</th>
<th>TELEPHONE</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>621-3919</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>626-9091</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>
</tr>
<tr>
<td>FRS dPR/OLR Helpline</td>
<td>626-4000</td>
<td></td>
</tr>
<tr>
<td>OLR/dPR Attachments “Only” Fax No. Stores (Warehouse Operations)</td>
<td></td>
<td>626-8008</td>
</tr>
<tr>
<td>Customer Service Line</td>
<td>621-7975</td>
<td>621-3533</td>
</tr>
<tr>
<td>AHSC Receiving</td>
<td>626-4051</td>
<td>626-8459</td>
</tr>
<tr>
<td>Central Receiving</td>
<td>621-3877</td>
<td>621-3196</td>
</tr>
<tr>
<td>Printing Services:</td>
<td>621-9514</td>
<td>621-6478</td>
</tr>
<tr>
<td>Surplus Property:</td>
<td>621-1754</td>
<td>798-0719</td>
</tr>
<tr>
<td>PACS Home Page Address:</td>
<td><a href="http://pacs.arizona.edu/">http://pacs.arizona.edu/</a></td>
<td></td>
</tr>
<tr>
<td>Credit Card programs:</td>
<td><a href="http://pacs.arizona.edu/pcard/default.htm">http://pacs.arizona.edu/pcard/default.htm</a></td>
<td></td>
</tr>
<tr>
<td>Campus Travel Management:</td>
<td><a href="http://www.campustravel.com/university/arizona/">http://www.campustravel.com/university/arizona/</a></td>
<td></td>
</tr>
</tbody>
</table>

From PACS Home Page, you can “click” to see the individual home pages of all PACS areas
PROCUREMENT & CONTRACTING SERVICES
Campus & Mailing Address: Univ. Svs. Annex, #300A; P.O. Box 210300, 85721
Physical Location: 220 W. 6th St., 85701
http://pacs.arizona.edu

Purchasing Operations
Kirk Ketcham, Interim Dir. 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
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
Laura Bonanno, Ofc. Spec. Front Desk 621-1747
Gail Hanson, Ofc. Auto. Specialist, Sr. 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 621-3919
Contracting FAX Number 621-9847
Cyndy Caccavale, Contracts Admin 621-3857
Irma Alvarado-Sipp, Contracts Admin. 621-0779
Ernette Leslie, Contracts Admin. 621-3919

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
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, PCard Admin 621-3288
Dureen Berg, PCard Coordinator 621-3099
Jeff Sembar, Office Spec. 621-5932
Monica Cruz, Office Spec. 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, 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
Herman Lopez, Pgm. Coordinator 626-4051
Oscar Canez, Materials Handler 626-4051