



PROCUREMENT AND CONTRACTING SERVICES

**Contracting
Receiving
Small Business**

**Printing Services
Surplus Property
Stores**

**Purchasing
Marketing
Supplier Diversity Program**

MESSAGE FROM THE DIRECTOR

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

Best wishes for a Happy New Year to each of you and your families. It has been a challenging year for us in Procurement and Contracting Services. We have rolled out Arizona BuyWays that now offers over 15 suppliers and over 1.5 million items. More than 2,000 users have been trained, and Arizona BuyWays volume now exceeds over \$100,000 per week. We look forward to steady growth in the number of purchasing transactions and purchase volume on BuyWays over the coming year. The BuyWays team is aggressively working to increase the number of suppliers available through punch-out as well as hosted catalogs.

We held a successful and informative Town Hall meeting in November to listen to customer issues. Based on feedback from this format, we will continue to make ourselves available through monthly Town Hall meetings in 2008. This will help us to better understand your needs and issues, and find solutions to help you in your efforts to procure the goods and services required to perform your responsibilities.

Also during the month of November, we engaged the Eller Decision Lab to run focus groups to determine areas in which we could improve our service to the community. Thank you to those who participated. We will use the resulting information to make modifications to our service delivery to meet your needs. It was clear from some of the comments made during the focus groups that there is some misunderstanding about PACS role in establishing contracts and enforcing purchasing policies. I thought it would be useful to provide a few clarifications and answers to questions that have popped up from time to time.

Perception: Purchasing creates contracts based on what is in their best interest rather than the interest of the using community.

Reality: Purchasing facilitates the purchasing and contracting process, but does not make the recommendation for award. Awards are recommended from a broad-based selection committee, and for University wide contracts, the committee encompasses representation from every stakeholder group.

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In the case of the Gateway Alliance, there were 23 committee members representing the technology specialists, business managers, academic and business areas. This group engaged in a comprehensive solicitation, and made a consensus recommendation to Procurement and Contracting to award the contract to Gateway. After a contract is awarded, it is Procurement and Contracting Service's responsibility to ensure that contractual commitments are upheld by both the University and the supplier.

Perception: Purchasing has a bias toward certain suppliers.

Reality: Purchasing is supplier neutral prior to the issuance of a contract. Our responsibility is to see that we conduct a fair and open process, as well as maximize practical competition when determining purchasing awards.

Perception: PACS cares more about supplier interest than the University's interest.

Reality: PACS's first and primary responsibility is to the State and University of Arizona. Suppliers give the best service and pricing when they are dealt with in a fair and equitable fashion. In order to assure that we receive the best possible service, it is important to not only make certain that our suppliers know that we hold them to a very high standard, but that we are also willing to listen to their issues.

MARKETING

January and February 2008 Schedule Town Halls on Campus Procurement and Contracting Services

Meet with Steve Mack and his staff and discuss any Procurement and Contracting Services concerns and questions you may have. Please mark your calendars!

January 9, 2008: 10:00am-11:00am, Arizona Health Sciences Center, Room 2102 (College of Medicine Library)

January 23, 2008: 10:00am-11:00am, Student Union, 4th Floor, Agave Room

Feb. 6, 2008: 10:00am-11:00am, Arizona Health Sciences Center, Room 2102 (College of Medicine Library)

February 27, 2008: 10:00am-11:00am, Student Union, 4th Floor, Agave Room

e-PURCHASING

ARIZONA BUYWAYS – DID YOU KNOW?

Did you know...that as of December 11, 2007, Arizona BuyWays has nearly 2,300 active users?

Did you know...that you can save time by selecting a question and answer on the front page of your profile? If you forget your BuyWays password, you can click the "Forgot your Password" link on the log in page. This will prompt you to enter your user name and email address. You'll then receive a link in an email that will ask you the answer to your question, and also prompt you to enter a new password.

Did you know...that you can add your department's account numbers to your profile? By accessing the account code section of your profile, you can use the "Search For Value" option to select account numbers and add them to your drop-down list. By doing this, your accounts will be readily available to you should you need to change an account number on a requisition.

Did you know...that as an approver, you can change accounting information on a requisition before you approve it? Instead of rejecting a requisition, you can select the Accounting Codes tab and make any desired changes to an account number or object code.

Did you know...that you can buy from more than one vendor on a requisition? Currently only 7% of requisitions include two or more suppliers.

Did you know...that Fisher Scientific now has a hosted catalog? You can enter a keyword or catalog number in the "Hosted Catalog Search" area to search for a Fisher item.

For more information on these and other Arizona BuyWays topics, please contact the Help line at 626-8979.



P – CARD**WHO IS A P-CARD LIAISON?**

Every University of Arizona department that has an active PCard has a PCard liaison. The Department Head assigns PCard liaisons and any changes to a liaison's PCard responsibilities must be approved by the Department Head.

What does a PCard liaison do?

- Acts as contact with the UA Purchasing Card Administrator
- Signs all PCard documentation including change forms; delete forms and new applications; as well as any departmental program changes
- Develops and enforces internal department policies and procedures
- Monitors department card activity
- Maintains copies of cardholder applications, agreements and card numbers.
- Forwards applications and agreements to the UA Purchasing Card Administrator
- Serves as department contact for lost or stolen cards
- Assists with disputed charges that cannot be resolved by the cardholder
- Provides internal training
- Disseminates information from PCard Administrator to cardholders
- Handles any questions related to the Purchasing Card Program
- Advises the Department Head of problematic cardholders or misuse of a PCard
- May store infrequently used Purchasing Cards
- Collects PCards from employees who terminate employment with the department or transfers to another department
- Ensures that the ownership of a department card is transferred or temporarily suspended during the absence of a responsible cardholder (i.e. sabbatical leave, vacation, extended illness, etc.)



If you are a PCard liaison, please make sure that you have submitted a delete or transfer form to the PCard Administration for all terminated employees that have a PCard and for responsible cardholders of a department card who have transferred to another department. The individual PCard should be obtained from the employee and destroyed. A department PCard should be obtained and given to the new responsible cardholder.

Forms are found at <http://www.pacs.arizona.edu/pcard/FormsOnline.htm> Please inform the PCard Administration if a terminated or transferred employee should be removed as a reconciler or approver in PaymentNet.

Please contact Dureen Berg at 621-3099 or dberg@email.arizona.edu if you have questions.

STEVE MACK**NEW P-CARD ADMINISTRATOR INTRODUCTION**

I am happy to announce that Karen Brookbanks has joined Procurement & Contracting Services as the new Purchasing Card Administrator. Karen began her employment on December 17, 2007 and will be overseeing all aspects of the Purchasing Card Program.

Karen came to PACS after 7 years in the Purchasing department at the Arizona State Schools for the Deaf and the Blind and brings a lot of experience with her. I am confident that Karen will prove to be a perfect fit for this position as she is forward thinking and has a great outgoing personality. Please join me in extending a heartfelt welcome to Karen as she begins her employment here at Procurement & Contracting Services.

If you'd like to contact Karen you can reach her at 621-3288 or kbrook@email.arizona.edu.



THE GREEN COLUMN

NEW!

2007 - 2008 Green Book™ Catalog of Environmentally Preferable Products

Office Depot's Fourth Green Book™ Catalog contains nearly 3000 environmentally preferable products and hundreds of tips and ideas for a "greener office".



The catalog is designed for Office Depot contract customers and eligible organizations that wish to be customers. It is a simple to use solution for anyone who wants to "go green" at the office.

To receive a printed version of this catalog, please click on the Green Book icon.

To buy green office products without ordering a printed catalog, please visit www.officedepot.com/buygreen

For questions or additional information about Green products, please contact :

Karen Campasano
Printing Services,
e-Purchasing Team
Procurement & Contracting
The University of Arizona
p-621-9514



This is a new TIPS column and we would like to use our readers' ideas to fill it.

If you have any GREEN suggestions for the University Campus, please call or email Karen Campasano so we can include them in our next Newsletter.

SUPPLIER DIVERSITY PROGRAM Vendor Spotlight

Name: LapFlap
Address: 8340 N. Thornydale Road, #110-418
Tucson, AZ 85741
Phone: (520) 575-1551
Business: Protection from Laptop heat
Contact: Janet Stemmer & Kris Jarrett

Lap Top computers are considered one of the hottest items selling today in the Information Technology field – unfortunately for some, they have become too hot.

As more supercharged features have been added to the laptops, the public is hearing more about burns to users' legs and to the computers themselves along with unwanted health risks when using laptops for long periods of time.

But, LapFlap of Tucson, owned by Janet Stemmer and Kris Jarrett, have vowed to make "...laptops cool again."

LapFlap is a specially treated pad of material, large enough for the laptop and other materials, that blocks heat penetration to the skin and prevents computer burns while at the same time, stabilizes the computer on your lap and other items.

LapFlap is a woman-owned and veteran-owned LLC small business that made its debut in the Tucson area a few months ago and is definitely catching the attention of corporations and public agencies as well.

LapFlap, which is made in the United States, is not electric, uses no batteries, does not use USB, has no noisy fans and no moving parts and accommodates all size of notebook computers.

The owners say it's a great idea for personalized gift giving, corporate branding and licensing and distribution.

If departments want more information, please call Janet and Kris at 575-1551 or check out their website at <http://www.lapflap.com>

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

STORES

NEW Process

The new process for Stores Blanket purchases took effect October 1, 2007 and after a rough start, the process is working the kinks out and becoming more efficient, thanks to departmental input. The Stores Blanket section staff would like to thank the University community as well as our valued suppliers for their patience during this transition. Please review the new approved blanket vendors list on our web site (<http://pacs.arizona.edu/stores/stores-blankets1.htm>) The number of vendors was greatly reduced, however, the vendors used most often by the University community remain available until June 30, 2008. As a reminder the new Stores Blanket purchase procedures are as follows:

1. Check the Stores Blanket vendors list to make sure the vendor you want to use is still an approved Stores Blanket vendor.
2. After the purchase has been made, turn the vendor's receipt into the business office or the employee who will eventually fill out the Merchandise Order Form (MOF).
3. The Stores staff will email the vendor's invoice to an FRS authorized signer for the account to be charged.
4. The department will then fill out the MOF and attach a copy of the invoice and send to stores by faxing them to 621-1245 or through campus mail: USA building, 5th floor, Attn: Stores, PO 210300.
5. Please remember the MOF needs to be signed by an FRS authorized signer for the account to be charged.

Exceptions: ASUA Bookstores and Safeway

When a purchase is made at the ASUA bookstores which includes the main bookstore, medical bookstore and Wildcat gifts, the cashier will hand the purchaser a MOF with the receipt which should be completed and signed by an FRS authorized signer within 5 business days of the transaction for the account to be charged, and then sent to Stores.

When an employee needs to make a purchase from Safeway, they must first pick up a clearance slip from the USA building 5th floor reception desk. Please bring your cat card as well as the FRS account number that will be charged. With the clearance slip, the employee will also be handed a MOF that should be filled out and returned to Stores with an FRS authorized signature within 5 business days of the transaction.

Helpful tip: Departments may attach multiple vendor invoices to one MOF.



Please contact Stores with any questions, concerns or requests at 621-7305. If you have made a purchase and have not received the emailed invoice after 30 days, please contact Stores.

PROPERTY ON-LINE DISPOSAL REQUESTS

SURPLUS

PROPERTY AUCTIONS

The Surplus Property Department has a new method of requesting disposal of property. Your department can enter their disposal on line using the Surplus Property software. Once your department completes the signature authorization form, Surplus Property will assign a log in and password. Training will be scheduled prior to your department accessing the system. Please contact Cecilia Ortega at 621-1754 for more information.



Surplus Property conducts auctions every two weeks on a Tuesday beginning at 8:30 am. The majority of the items turned in for disposal are sold at public auction. Visit our website at uauctions.arizona.edu for auction information. During the auction, bidders can participate on line or in person. In person preview and inspection of auctions items is on Monday prior to the sale day and on line preview is after 4:00pm on the Friday prior to sale.

UPCOMING 2008 AUCTION DATES ARE:

January 15 February 12 March 11

January 29 February 26 March 25

PRINTING SERVICES UPDATE

Printing Services provides three valuable functions to the University community.

- **3-D Memos**
- **Print Supplier Program**
- **Official Stationery Products**

3-D Memos- These memos are a cost effective way to advertize official university announcements, job postings and special events. The cost is \$19.00 to send your message to over 2000 people on the 3D listserv.

To use this service- Fax an Interdepartmental Billing Form to 621-6478 and email the message you want sent (preferably a simple unformatted word document) to ppgs@email.arizona.edu.

To subscribe or unsubscribe: email ksc1@email.arizona.edu.

If you have any questions please call Karen Campasano 621-9514.

Print Supplier Program- In an effort to help the campus community with the purchase of printed materials, Procurement and Contracting Services has set up UA contracts with ten printing companies, eight in Tucson and two in Phoenix. The UA Print Supplier Program allows the campus community to streamline the purchase of printed materials. This saves time, money and frustration for all departments and colleges.

The more UA departments and colleges use these selected vendors, the greater the cumulative volume discounts all ordering departments will receive. This program is administered through the UA Printing Services located at 220 West 6th Street, Room A525

Karen Campasano- ksc1@email.arizona.edu or 621-9514

Mauretta Allan- mallan@email.arizona.edu or 621-7306

- ✓ We can help you with printing and paper specifications
- ✓ Provide you with competitive estimates
- ✓ Help you pick the appropriate vendor for your project
- ✓ There is no dollar limit when using the Print Supplier Program
- ✓ The 10 contracted vendors comply with the ABOR small dollar purchase requirements
- ✓ You do not need a dPR
- ✓ You can directly contact any of the ten print vendors

With your help, the new July 2007 contract has already generated volume discounts with some of the vendors.

Once you are ready to place an order at one of the 10 contracted vendors, fax an Interdepartmental billing form along with a copy of the estimate to Printing Services - 621-6478

- 1) Printing Services issues a PO to the contracted vendor to begin the job.
- 2) You have direct contact with the print vendor regarding your project
- 3) The vendor bills Printing Services
- 4) Printing Services checks the vendor invoice against the estimate*
- 5) Printing Services issues an invoice to the contact person on the Interdepartmental Billing form with applicable discounts applied
- 6) Printing Services bills the department account
- 7) Printing Services pays the print vendor

**If there are any discrepancies between the estimate and the vendor invoice, Printing Services contacts the vendor and ordering party for approval or corrections.*

PRINTING SERVICES UPDATE-continued



Official UA Stationery Products- Business cards, letterhead and matching envelopes are all printed on Mohawk Via Paper which is manufactured using 30% postconsumer waste. Mohawk Paper is an industry leader in sustainable practices in the manufacturing of paper products. They are the 24th largest purchaser of electricity produced by Wind Power and also offset other energy sources. The stationery products are printed in Tucson at West Press. West Press uses only vegetable based inks for official University stationery products.

Most stationery products are now available for ordering using Arizona BuyWays.

Just click on the West Press logo to get started.

We appreciate all of the positive feedback you have given us on this easy to use method to purchase most stationery products.

No more Interdepartmental billing forms, or faxing proofs back and forth when you order using Arizona BuyWays. You are creating a PDF that can be enlarged and viewed on your computer, or saved and emailed to someone for proofing. These changes in the ordering method have reduced the cost of business cards in half, and cut the time of delivery to two weeks once the order has been approved.

Two sided business cards, note cards, labels and business and courtesy reply envelopes cannot be ordered online. To order these products, please fax a sample of what you would like to order plus a completed Interdepartmental Billing Form to:

Printing Services at 621-6478.

We will be happy to meet with you if you need assistance using the online ordering system. Please call Karen Campanano at 621-9514 or email ksc1@email.arizona.edu to arrange a convenient time for a visit.

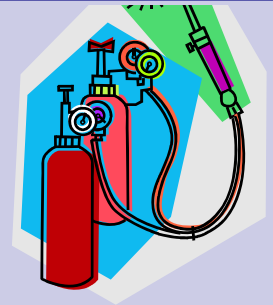
Visit the **Printing Services Website** for more information about any of the services we provide.

STORES — Compressed Gas Products

For your compressed gas needs, the Stores department carries the following products:

Catalog #Type of Gas

0611 4636	Oxygen 200 CF
0611 4637	Oxygen medical grade 200 CF
0611 4570	Argon 200 CF
0611 4571	Argon UHP 200 CF
0611 4580	Carbon Dioxide 50LB
0611 4581	Siphon Carbon Dioxide 50LB
0611 4584	Air 200 CF
0611 4600	Helium 200 CF
0611 4601	Helium UHP 200 CF
0611 4610	Hydrogen 200 CF
0611 4620	Nitrogen 200 CF
0611 4621	Nitrogen UHP 200 CF
0611 4627	Liquid Nitrogen 160 liter



- Dewar rental is 75 cents per day.
- In addition, we order and deliver specialty gases from several local and national vendors.
- Easy and convenient ordering either phone, fax or on-line (if ordering on-line this requires Arizona BuyWays registration).
- Phone orders and general assistance call 621-7975.
- Fax Merchandise Order form to 621-3533

PROCUREMENT AND CONTRACTING SERVICES STAFF DIRECTORY 2008

PURCHASING AND CONTRACTING
<http://pacs.arizona.edu>
 University Services Annex, Building 300A
 Tucson, Arizona 85721

<u>NAME</u>	<u>TITLE</u>	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL</u>
Stephen Mack, L.C.P.M.	Director	621-5827	621-9847	macks@u.arizona.edu
<i>Julie Lux</i>	<i>Administrative Associate</i>	<i>621-3062</i>	<i>621-5179</i>	tomoe@email.arizona.edu
Kirk Ketcham	Associate Director	621-9513	621-6478	ketcham@u.arizona.edu
Cyndy Caccavale	Assistant Director	621-3857	621-9847	caccavac@u.arizona.edu
Gary Sapp	Special Assistant to the Director	621-1721	621-9847	gsapp@u.arizona.edu

SYSTEM OPERATIONS

OLR/dPR ATTACHMENTS "ONLY" FAX No.: 626-8008

FRS-OLR/dPR HELPLINE: 626-4000

ARIZONA BUYWAYS E-COMMERCE HELPLINE: 626-8979

Lucy Soriano	Operations Coordinator	621-7631	626-5428	soriano@u.arizona.edu
<i>Laura Bonanno</i>	<i>Office Specialist/Front Desk</i>	<i>621-1747</i>	<i>621-5179</i>	lp@u.arizona.edu
Gail Hanson	Office Automation Specialist Sr.	621-5701	621-5179	ghanson@u.arizona.edu
Je'anelle Tureaud	Office Specialist	621-4829	621-5179	jtureaud@email.arizona.edu
Valerie Sipp	Student Employee	621-1748	621-5179	
Mohamed Hassan	Office Automation Spec., Sr.	621-9515	621-1245	mhassan1@email.arizona.edu

BUSINESS OFFICE

Ruben Perez	Business Manager, Sr.	621-3400	626-5428	rdp@u.arizona.edu
<i>Marisa Valdez</i>	<i>Administrative Associate</i>	<i>626-2354</i>	<i>626-5428</i>	valdez@u.arizona.edu

MARKETING

John Bentley, C.P.M.	Marketing Specialist Associate	626-7439	621-3439	bentleyj@u.arizona.edu
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SUPPLIER DIVERSITY PROGRAM

Ernie Webster	Supplier Diversity Manager	621-2888	621-9847	ewebster@u.arizona.edu
Diane Newman	UA Mall Events Coordinator	626-2630	621-2545	dnewman@u.arizona.edu

INFORMATION TECHNOLOGY

Dan Henkel	Support. Sys. Analyst, Sr	626-3483	621-1245	henkeld@u.arizona.edu
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CONTRACTING

Irma Alvarado-Sipp	Contracts Administrator	621-0779	621-9847	alvaradi@u.arizona.edu
<i>Ernette Leslie</i>	<i>Administrative Associate</i>	<i>626-3919</i>	<i>621-9847</i>	ecleslie@u.arizona.edu

<u>NAME</u>	<u>TITLE</u>	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL</u>
BUYING TEAM 1 / CONTRACT PURCHASING				
Ted Nasser, C.P.M.	Assistant Director	621-5449	621-5179	enasser@u.arizona.edu
Tom Fiebiger, C.P.M.	Buyer Sr.	621-5933	621-6602	fiebiger@u.arizona.edu
Rob McMullen, C.P.M.	Buyer Sr.	621-3067	621-5179	rmcmulle@u.arizona.edu
Lila Sorensen	Buyer	626-3538	626-2179	lilas@email.arizona.edu
BUYING TEAM 2 / E-PURCHASING		ARIZONA BUYWAYS E-COMMERCE HELP-LINE: 626-8979		
Patty Taylor	E-Purchasing Manager	621-3870	621-5179	ptaylor@u.arizona.edu
Neil Schooling	E-Purchasing Project Manager	621-7315	621-1245	jnschool@u.arizona.edu
Jeff Wilson, C.P.M.	Program Coordinator	621-3097	621-5179	jrwilson@u.arizona.edu
Mauretta Allan	Accounting Asst. Sr.	621-7306	621-1245	mallan@email.arizona.edu
Customer Services		621-7305	621-1245	
Lucy DuVall	E-Purchasing Coordinator	626-8816	621-1245	lduvall@u.arizona.edu
Denise Puella	Buyer	621-3871	621-6957	denisep@u.arizona.edu
Gloria Zimmerschied	Buyer	626-7926	626-2179	gloriaz@email.arizona.edu
PRINTING SERVICES				
Karen Campasano	Office Specialist Sr.	621-9514	621-6478	ksc1@email.arizona.edu
PURCHASING CARD PROGRAM				
Karen Brookbanks	Purchasing Card Administrator	621-3288	621-1245	kbrook@email.arizona.edu
Dureen Berg	Purchasing Card Coordinator	621-3099	621-1245	dberg@email.arizona.edu
Jeff Sembar	Accounting Assistant Sr.	621-5932	621-1245	jsembar@email.arizona.edu
Genevieve Milonas	Office Specialist	626-9091	621-1245	milonas@email.arizona.edu
WAREHOUSE OPERATIONS				
21st Street & Warren, Bldg 458, PO Box 210458				
Kirk Ketcham	Associate Dir. Warehouse Ops.	621-9513	621-6478	ketcham@email.arizona.edu
Laurie Rodriguez	Warehouse Manager	621-3438	798-0719	laurier@u.arizona.edu
Oscar Jaramillo	Material Handler Supervisor Sr.	621-1754	798-0719	jaramilo@u.arizona.edu
WAREHOUSE OPERATIONS CUSTOMER SERVICE				
Cecelia Ortega	Administrative Assistant	621-1754	798-0719	cbortega@u.rizona.edu
Ramona Saucedo-Crockwell	Office Assistant Sr. (Front Desk)	621-1754	798-0719	rsaucedo@email.arizona.edu
Richard Torres	Office Specialist	621-1754	798-0719	rmtorres@u.arizona.edu
Zoila Vasquez	Accounting Assistant Sr.	621-1754	798-0719	vasquezz@email.arizona.edu
STORES PRODUCTION				
Stewart Smith	Materials Supply Storekeeper	621-7975	621-3533	sjsmith@email.arizona.edu
Steven Ravicchio	Material Supply Storekeeper	621-7975	621-3439	ravicchs@emaila.arizona.edu
CENTRAL RECEIVING				
Fred Martinez	Materials Handler Lead	621-3877	621-3196	fredm@u.arizona.edu
Paul Tippett	Materials Handler Lead	621-3877	621-3196	ptipper@email.arizona.edu
Dan Chandler	Materials Handler	621-3877	621-3196	chandler@u.arizona.edu
Rene Romero	Materials Handler	621-3877	621-3196	rjromero@email.arizona.edu
Donald Phifer	Custodian	621-3877	621-3533	phifer@email.arizona.edu

<u>NAME</u>	<u>TITLE</u>	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL</u>
AHSC RECEIVING				
Herman Lopez	Program Coordinator	626-4051	626-9749	hglopez@u.arizona.edu
Oscar Canez	Materials Handler	626-4051	626-9749	opc@u.arizona.edu
DELIVERY TEAM				
Johnny Rodriguez	Materials Handler Lead	621-3877	621-3196	Jsr2@u.arizona.edu
Tom Cota	Materials Handler	621-3877	621-3196	tcota@u.arizona.edu
Thomas Diday	Materials Handler	621-3877	621-3196	tdiday@u.arizona.edu
Hector Garcia	Materials Handler	621-3877	621-3196	hfgarcia@email.arizona.edu
Phillip Kinney	Materials Handler	621-3877	621-3196	
James Lucas	Materials Handler	621-3877	621-3196	jdlucas@u.arizona.edu
Geoffrey Schmidt	Material Handler	621-3877	621-3196	gfs@email.arizona.edu
SURPLUS PROPERTY				
Dan Garcia	Materials Handler	621-1754	798-0719	
Donald Barton	Materials Handler	621-1754	798-0719	
Reuben Beltran	Equipment Operator	621-1754	798-0719	
Christopher Huggins	Materials Handler	621-1754	798-0719	

PROCUREMENT AND CONTRACTING SERVICES (PACS) REFERENCE GUIDE

	Telephone	Fax
Purchasing Office	621-1747	621-5179
Contracting Office	621-3919	621-9847
Stores Accounting Customer Service	621-7305	621-1245
Purchasing Card Program	621-5932	621-1245
Supplier Diversity Program	621-2888	621-9847
Arizona Buyways E-Commerce Helpline	626-8979	
FRS dPR/OLR Helpline	626-4000	626-8008
OLR/dPR Attachments "Only" Fax No. Stores (Warehouse Operations)		626-8008
Customer Service Line	621-7975	621-3533
AHSC Receiving	626-4051	626-8459
Central Receiving	621-3877	621-3196
Printing Services: http://pacs.arizona.edu/printinggraphics/pgs.html	621-9514	621-6478
Surplus Property: http://pacs.arizona.edu/surplus/dept/index.htm	621-1754	798-0719
PACS Home Page Address: http://pacs.arizona.edu/		
Purchasing Policy Manual: http://pacs.arizona.edu/purch/manual/mancon.html		
Credit Card programs: http://pacs.arizona.edu/pcard/default.htm		
Campus Travel Management: http://www.campustravel.com/university/arizona/		



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