



PROCUREMENT AND CONTRACTING SERVICES

Contracting
Receiving
Small Business

Printing Services
Surplus Property
Stores

Purchasing
Marketing
Supplier Diversity Program

Arizona BuyWays For Your Information

Some Arizona BuyWays suppliers have an order tracking mechanism on their sites that will allow users to track orders using a PO number. On the Office Depot and Tech Depot sites, it's called Order Tracking. VWR has an Order Status tab, and Sigma-Aldrich has a Find Orders button. These functions allow users the ability to locate ship dates, tracking information, and backorder status.

Having trouble finding a Stores item on Arizona BuyWays? Make sure that the All category is selected in the Hosted Catalog Search. This will insure that each category is searched after entering a keyword or catalog number.

The Arizona BuyWays return form should be completed when returning an item. The link is under the Organization Message on the home page. Once this form is completed and electronically submitted, a driver will arrive within three business days to pick up the return. An adjustment to the affected account number will be processed once a credit memo is received from the vendor.

In an effort to help users quickly find the "right" place in the application to perform a task, a new feature has been added to allow previewing of sub-tabs. This feature allows users to "mouse over" navigation tabs to see what is available without having to actually select the tab. When a user pauses at a navigation tab, they can quickly see what the options are for this area of the application, thereby saving time spent "clicking" unnecessarily.



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Stores

Spectrum Chemicals has been added to the Stores inventory!!!

Stores now carries Hyflex foam gloves, in size 8 and 10. They are sold by pair \$4.34 or by pack \$48.00
Call 621-1754 for item numbers.

In support of the University's Sustainability Plan:

Stores will be adding environmentally friendly items to their inventory, to include paper towels and wipers. Look for more information coming soon!
Stores now carries environmentally friendly cold use cups, item #02003775 \$6.68 per pack of 50. Our line of cold drink cups are made from PLA plastic derived from corn. PLA plastic is a compostable material that when placed in a commercial environment will naturally decompose back to organic elements. Unlike regular cold cups that are made using petroleum, PLA plastic products are made using US grown corn.

Surplus Property

Toner Cartridges:

Warehouse Operations will pick up your used toner cartridges for disposal through our public auctions. Call Surplus Property at 621-1754 to arrange for cartridge pick up.

*****Upcoming Live/Online Auctions*****
Auction website is: uauctions.arizona.edu

Auction starts at 8:30 am. 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

Public Auction Dates:

January 20, 2009
February 3, 2009
February 17, 2009
March 3, 2009
March 17, 2009
March 31, 2009
April 14, 2009
April 28, 2009

SUPPLIER DIVERSITY PROGRAM VENDOR SPOTLIGHT



Name: Ephibian, Inc.
Address: 3180 N. Swan Road,
Tucson, AZ 85712
Phone: (502) 917-4811
Business: Information Technology
Contact: Melissa Mitchell
Email: info@ephibian.com
mmitchell@ephibian.com

Ephibian, Inc., a local woman-owned Information Technology company, is offering its services to University Departments "...to maximize return on investment, provide on-demand information for critical decision making, and offer streamline operations" so that every facet of operations runs smoother and more cost-effectively.

With more than 19 years of successful business experience in IT strategy, software design, data integration and management, web development and IT security, departments will be able to utilize Ephibian resources and services to build, implement and or integrate mission critical systems and valuable data.

Prior to 1996, Ephibian engineers were building technology solutions for the U.S. Army's Information Systems Engineering Command. Today, they continue to empower organizations to achieve their technology goals. Ephibian's client list spans the globe including start-ups, educational institutions, government agencies, established businesses and members of the Fortune 500.

In fact, most of their engineers and corporate team graduated from the University of Arizona over the past 18 years. The Ephibian team looks forward to expanding its continuing working relationship with university departments. Give them a call at 917-4811.

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

PURCHASING CARD (PCARD)



PCard Best Practices:

Make sure that a secured site or encrypted method is used when purchasing online with the PCard. Helpful hint: use https instead of http.

Always keep your PCard in a secure place, and safeguard your PCard as you would with your personal credit card.

If your card was lost, but then recovered prior to cancellation, notify the PCard Office regarding reissuing the PCard based on an unsecure recovery location. (i.e. store, mall, restaurant, etc.)

Reminder:

Keep the JPMorgan Chase customer service number 800.270.7760 in a separate location from you PCard in case your card is every lost or stolen.

Definitions:

- **Disputable Transaction:** Disputable transactions are Merchant Errors or errors in billing between the merchant and cardholder. Some examples include: multiple billing, billing wrong amount, billing without receiving merchandise, billing on a cancelled order.
- **Fraudulent Transaction:** Fraud is defined as unauthorized transaction(s) made with a lost, stolen, compromised or counterfeit card/ card number.

PCard Information Did you know that...?

- The PCard Office has a main Customer Service phone number: 626-9091
- PCard Transaction Id's will soon roll from 6 digits to 7 digits
- The following are examples of tax exempt items:
 - Airline Tickets
 - Advertising
 - Conference registration fees
- Changes to Employee/User Lists in PaymentNet can only be made by the PCard Office
- Original signatures are required on all new PCard applications, transfers, and liaison changes
- Limit changes need to be submitted on a PCard Change form. However, if the increase is temporary the departmental liaison can email the PCard Office with date range and temporary increase request
- If card is lost/stolen over the weekend contact JPMorgan Chase immediately @ 1.800.270.7760 (do not wait until Monday morning)
- PCard Office must to be notified of any PCard disputes, fraud, or lost/stolen PCards
- The physical checkout process of a Department PCard resides with the Responsible cardholder and cannot be delegated to another individual
- University invoices from cellular phone service providers can be paid by the department with the PCard.

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 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.

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.

SYSTEMS ADMINISTRATION

Encumbrance Liquidations for dPR's and Purchase Orders

To cancel or disencumber purchasing documents that appear on your account and are no longer valid, please follow these procedures:

1. If the Purchase Order is a **Sub-Contract, Lease, or Long Term PO**: A dPR for a Change Order against the Purchase Order must be done to release the encumbrance. *
2. All Purchase Orders (regardless of the type) and **NO invoicing has or will take place**: A dPR for a Change Order against the Purchase Order must be done to release the encumbrance. *

* If multiple accounts are involved, please specify those you want to disencumber. If the Purchase Order is no longer needed and needs to be closed, please state "**PO completed.**"

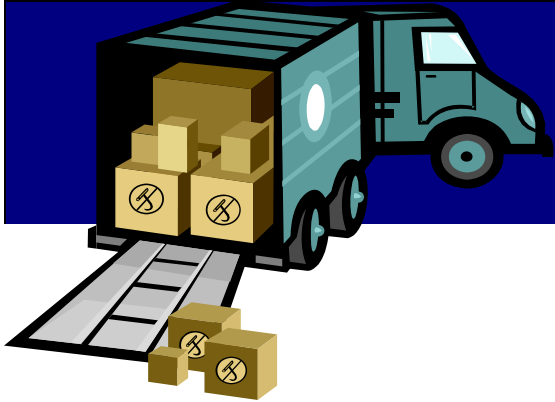
For all Purchase Orders that do not fit the criteria of **items #1 and #2 above** and no activity has taken place for the past six months, Accounts Payable has paid the final invoice(s), and you are certain that no further invoicing will take place:

- Please make a **copy of FRS Screen 20 or 21** on which you identify the document(s) to be removed.
- Write a short note of explanation (*examples: PO completed no longer needed; old Purchase Order, no invoicing will take place; Expired or replaced by xxxxxx, etc.*) documenting that you are requesting purchasing to disencumber an amount or cancel and close the PO. Print your name, date, and telephone number on the copy and mail via Campus Mail or Fax to:

Campus Mail: Procurement and Contracting Services
Purchasing Department
University Services Annex (USA), Bldg. 300A, 5th Floor
Tucson, Arizona 85721

OR:
Fax: (520) 621-5179

*If you have any questions or concerns, please contact: Lucy Soriano @ 621-7631 or Stephanie O'Donnell @ 626-4829.
For all other Purchasing/FRS related questions please call our OLR-dPR help-line at 626-4000.*



Moving Tips

Our moving agreements are available to all UA new hires moving here from other states, whether the University pays for it or not. Using the designated/preferred agents listed below will afford the new hire many advantages and benefits that may not be afforded by other agents or moving companies.

To assist departments and new hires with their moving needs, we offer the following suggestions/information:

- Fuel surcharges have dropped in the last couple of months, but other costs continue to rise so the total cost of moving has been slowly increasing over the past year. Consequently, many more moves are over \$5,000. This requires competitive bidding as **only one** of our designated / preferred agents, **Nor-Cal Moving Services (Allied Van Lines)**, was selected by way of sealed competitive proposal/bid solicitation. Using any other agent/moving company will require the new hire to obtain 3 estimates and to justify their choice if it is not the lowest estimate.

Purchasing plans on sending out a Request for Proposals (RFP) in the near future for moving services and hopes to have new agreements in place by July 1st, 2009. This will take care of the bidding requirement as long as the contracted agents are used.

- Notify your new hire as soon as possible whether: the individual will be paying for the move; the individual will be paying for the move and be reimbursed by the University; or the University will be paying the mover directly via a purchase order. With this knowledge, the new hire can answer the questions from the movers concerning who is paying for the move and how? Please keep in mind that quite often when our designated agents are not used, prepayment is required and the University is very reluctant to pay for services prior to the services being performed. This could cause delays with the move.
- Notify your new hire that the designated/preferred booking agent(s) should be contacted as soon as possible to arrange for a survey and a not to exceed estimate. This will increase the chances of getting their desired pick-up and delivery dates.

RECENT CHANGES

New contact person for The Beltmann Group:

Jennifer Eltman, email address is Jennifer.eltman@beltmann.com.

New contact person for Graebel / Lighting Movers, Inc.:

Dale Snyder, email address is dsnyder@graebel.com

Dircks Moving Services has added several videos to their website.

For a tour of their warehouse go to: [Dircks Video](#).

For additional information, please contact Rob McMullen, Senior Buyer @ 621-3067

Stores Blanket Section

To: The Campus Community
Date: 12.08.08
From: Karen Campasano, Printing Services Coordinator
Procurement and Contracting Services
Subject: Online Stationery Ordering Update
Prices increase 11% January 1, 2009



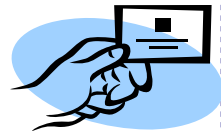
We have completed our first full year of campus wide online stationery ordering using Arizona BuyWays/West Press and we wanted to give you a few tips and update you on added features.

Not all stationery items can be procured using the online system- two sided business cards, note pads and note sheets are still ordered by faxing an Interdepartmental Billing Form along with a sample of the item you want. Fax number is: 621-6478.

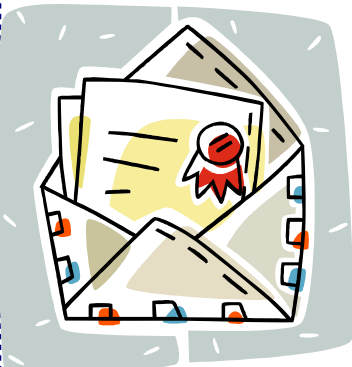
West Press is the vendor printing the official stationery package and it is the logo you click on to access the stationery items in Arizona BuyWays.

The online system was designed to eliminate the faxing back and forth of proofs. This is one of the reasons the business cards, letterhead and envelopes can be done quicker and at less expense to you. You are doing the typesetting and you view the proof and can make changes as needed to the saved PDF both as a requisitioner or as the approver before the order is placed. The system will not allow you to place the order without first previewing and then looking at the PDF proof that you have created. The PDF proof that you create is electronically submitted to West Press which uses it to create the plate to print the cards. **What you see when you enlarge the PDF to view is what will be printed! Printing Services does not see the PDF that is created.**

- You can find the prices for any item by clicking on the "View" button above the quantity box.
- All online stationery orders should be delivered within two weeks of placing your order.
- If you have questions about the status of an order please check your "my requisitions" tab and call us with the requisition number.



Added Features- there are now five taglines plus the option of having no tagline to choose from for business cards and letterhead- #9 business reply envelopes and labels have been added to the system.



We have a handy online stationery ordering guide on the Printing Services website.

We are always available to come to you for hands on training just give us a call. Karen Campasano- 621-9514 or Mauretta Allan- 621-7306

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 Svcs. 621-9513
Beth Lopez, Admin. Associate 621-3062
Administration FAX Number 626-5428
Ted Nasser, C.P.M, Asst. Dir. of Procurement & Contracting Svcs. 621-5449
Asst. Dir. FAX Number 621-5179
Gary Sapp, Special Asst. to the Dir. of Procurement & Contracting Svcs. 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. 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 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 <i>BuyWays</i> 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 <i>BuyWays</i> 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, CPPB 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, 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 |

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 | 626-9091 | 621-1245 |
| Supplier Diversity Program | 621-2888 | 621-9847 |
| Arizona Buyways E-Commerce Helpline | 626-8979 | |
| FRS dPR/OLR Helpline | 626-4000 | |
| 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/ | | |

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

