



PROCUREMENT AND CONTRACTING SERVICES

Contracting
Receiving
Small Business

Printing Services
Surplus Property
Stores

Purchasing
Marketing
Supplier Diversity Program

Pre-Paid Purchase Order Eliminated

Pre-Paid Purchase Orders Eliminated

Procurement and Contracting Services (PACS) provided a purchasing system, called “Pre-Paid Purchase Orders” (PPO), which previously allowed departments to pay for products and services up to \$1,000 at the time of order. As part of the KFS Implementation Project, an analysis of the PPO business processes was conducted with the Purchasing Department.

Several issues were noted:

- (1) KFS does not support the creation of pre-paid purchase orders.
- (2) The use of PPOs has decreased as alternatives have been made available.
- (3) The cost to issue a PPO is almost twice that of a standard PO and seven times that of a PCard transaction.
- (4) The use of PPOs does not conform to best business practices from an audit and control standpoint.

In light of the above factors, the Purchasing Department and FSO, in concurrence with the Implementation Team, made a decision to discontinue the use of PPOs which was effective on 05/29/2009. The decision was made to end the PPOs prior to year end so that the PPOs could clear in FRS and eliminate the necessity of clearing them in KFS later, as well as avoiding mid-year closing processes associated with PPOs during the mid-year conversion to KFS.

The following list includes alternative methods to be used:

PACS PCard Program - With the PCard Plus program the individual credit card may be used for Business Meeting and Business Entertainment expense. Please note that State and Sponsored accounts cannot be used for PCard Plus expenses.

<http://pacs.arizona.edu/pcard/default.htm>

Purchase Order - If exact amount of payment is known the department can issue an online requisition to request a purchase order and the purchase order will be forwarded to Accounts Payable for issuance of a check.

<http://www.fso.arizona.edu/fso/deptman/10/>

Reimbursement – An individual may pay for an item and request reimbursement.

<http://www.fso.arizona.edu/fso/deptman/9/910reimb.html>

Departments may also work with PACS Inventory to stock items purchased in quantity from Costco; Stores Inventory may choose to stock items purchased in quantity by the Campus Community and, also, may be able to negotiate better terms.

Please give Ted Nasser at 621-5449 or Kirk Ketcham at 621-9513 a call if you would like to discuss this issue with us.



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PACS YEAR-END PROCESSING CALENDAR JULY 2009

Purchasing Year End Calendar

Monday, July 13, 2009

Current/Next Fiscal Year field in FRS screen 29H will default to "C", to ensure all dPR's encumber in the New Year, (2009/2010).

Thursday, July 16, 2009

FRS System down all day to all users. UITS Operations to have priority for processing of reports.

Friday, July 24, 2009

Fiscal year 2008/2009 close after 6:00 PM

If you have any questions, please contact Lucy Soriano, Operations Coordinator @ 621-7631.

PCARD Year-End Calendar

Tuesday, July 14, 2009

Purchasing Card transactions posted to PaymentNet on or before June 30th and approved by Tuesday, July 14, 2009 will be posted to FRS Fiscal Year 2008/2009.

Monday, July 20, 2009

Approved Purchasing Card transactions posted to PaymentNet on or after July 1st, 2009, will be posted to FRS Fiscal Year 2009/2010.

If you have any questions, please contact Karen Brookbanks, Purchasing Card Administrator @ 621-3288.

HELPFUL INFORMATION FROM PURCHASING

Cell Phones/Wireless Services

The Verizon/Alltel contract with the University expired on June 30th and while they will continue to provide excellent products and services to the University community, we wanted to make you aware of contact information for the other providers. The Verizon/Alltel contacts will remain the same:

Verizon/Alltel

Cari Cutshaw – UA paid lines / accounts, sales for new products and services.
1-520-349-8888
cari.cutshaw@verizonwireless.com

James Myrose – UA faculty / staff sales and support for new and existing accounts.
1-520-954-7200
james.myrose@verizonwireless.com

Mike Perez – Support for UA paid Alltel accounts.
1-520-850-5625
michael.perez2@verizonwireless.com

Eric Jurgensen – Support for UA paid Verizon Wireless accounts.
1-520-407-3017
eric.jurgensen@verizonwireless.com

We can also take advantage of State of Arizona Contracts with the following providers:

AT&T

Melanie Rice
1- 303-601-8105
Melanie.m.rice@att.com
State Contract #EPS060000-7

Sprint/Nextel

Deneena Herrera
631-7607
Deneena.herrera@sprint.com
State Contract #EPS070070-3

T-Mobile

Chara Ammerman
1-602-330-8977
Chara.ammerman@t-mobile.com
State Contract #EPS070070-2

These are the University of Arizona representatives and they can connect you with contract pricing as well as discounts off wireless products. When dealing with any of these providers, it is important to contact these people and **not** to call a 1-800 number. The national call center sales representatives won't know of the discounts available and they will not provide you with the same level of service as our individual representatives. The discounts vary from provider to provider and plans are constantly changing, so for up to date pricing give one of the above contacts a call. If you have any questions with regards to this, please contact Ted Nasser, 520-621-5449 or enasser@email.arizona.edu.

Stores Blanket Section How to Process Stores Blanket Purchases

The Stores Blanket Section would like to remind the University community how to process a Stores Blanket vendor transaction.

Due to audit requirements, Stores will not bill departmental accounts from a vendors 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 vendors 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>.



FOR YOUR INFORMATION

The most recent vendors to be added to Arizona BuyWays are GovConnection (computer supplies and equipment), Graybar (electrical and communications components), and Life Science Products (laboratory supplies). Other vendors to be added in the coming months will be USA Scientific, Dell, and Applied Biosystems.

More changes will be coming to Arizona BuyWays in the near future. The site will have a new look in late July, with new features such as the ability to sort by price in hosted catalogs, and upgrades to My Favorites. Also scheduled is the ability to search History by account number, and the ability for an approver to send a requisition back to a requestor with comments or suggested changes.

Several of the punchout vendors have order tracking tools in which users can find their orders in the system. The PO number can be entered into a search field and data such as shipping dates, backorder status, and carrier information can be obtained. Office Depot, Tech Depot, VWR, and Sigma-Aldrich are examples of suppliers that make this feature available on their punchout sites.

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.

Lucy DuVall, the voice on the Arizona BuyWays help line and a Purchasing mainstay for 26 years, has retired. Procurement and Contracting wishes her well in her new endeavors.

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

Surplus Property

In an effort to keep our list of authorized signers current, the Surplus Property Office request departments review and update their list of signers in the Surplus Property System on an annual basis.

Once current information is entered in the Department Profile, please print the signature report, sign and fax to 520-798-0719. Feel free to contact our office with any questions at 520-621-1754.

Auctions start at 8:30 a.m.

In Person Preview is on Monday prior to the auction from 7:30 a.m. to 4:00 p.m.



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

Auction website is:
uauctions.arizona.edu

Public Auction Dates:

July 7, 2009
 July 21, 2009
 August 4, 2009
 August 18, 2009
 September 1, 2009
 September 15, 2009

PURCHASING CARD (PCARD)



Did you know...?

- The PCard Program Administrator posts messages on the home page of PaymentNet.
- PCard Administration must be notified of changes related to Cardholders, Dept. PCard Responsible Cardholders, Liaisons, Reconcilers and Approvers, i.e. ***Name changes, Transfers, Terminations.***
- Liaisons, Reconcilers and Approvers – PCard Summer School registration is now open. Workshops include: PCard 101, Ethics, Fraud and Disputes, Roles & Responsibilities, Contracting & the PCard, and more...
Save the Summer School Date: 7/30/09
- If your PCard is set to expire, a new card will be sent a few weeks prior to the expiration date listed.
- VISA associate rules note that Merchants cannot access a convenience fee strictly on credit cards only. Contact PCard Administration for assistance if you have been charged a convenience fee that would not have been charged had payment been made by check.
- Report all Lost/Stolen PCards, and/or Fraudulent Transactions to JPMorgan Chase @ 800.270.7760
In addition, notify PCard Administration & UAPD for a case number.

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.
- Purchasing Card Transactions: Purchasing Card transactions posted in PaymentNet on or before June 30th and approved by Tuesday, July 14th will be recorded in FY08-09. Please be sure to approve all FY 08-09 transactions by July 14th. Approved Purchasing Card transactions posted in PaymentNet on or after July 1st will be recorded to FY 09-10 starting Monday, July 20th
- **Safeguarding your PCard by knowing where the card is at all times.**
 - Never leave your card out where it is accessible to others.
 - Never copy the credit card number and expiration date down.
- For questions on documentation required for PCard Transactions, see the Guidelines for Centralization of Documentation link: <http://www.fso.arizona.edu/internalcontrol/index.html>

Corporate Travel Cards (Individual Liability Card):

Reminder to Corporate Travel Cardholders through JPMorgan Chase:

If you have a Corporate Travel Card through JPMorgan Chase this is an Individual Liability Visa for Travel expenses (Not a PCard). ***The individual account can be used only for University of Arizona business related travel expenses, such as airfare, meals, hotels, car rentals, taxis and so forth.*** The card is NOT intended for personal use. Cardholder is responsible for full payment of all statement charges by the next billing statement.

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.

If you have any questions concerning a possible conflict, please contact Ted Nasser, Assistant Director of Procurement and Contracting Services at 621-5449, to answer any additional questions or for clarification.

PRINTING SERVICES

To: The Campus Community
From: Karen Campasano, Printing Services Coordinator, Procurement and Contracting Services
Subject: How to Order Business Cards & Stationary Products

Printing Services has completed another 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 you 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



SUPPLIER DIVERSITY PROGRAM VENDOR SPOTLIGHT

Minority Enterprise Development Week Celebration

Presented by the Minority and Small Business Alliance, ADOT, AMCA, Raytheon and Southwest Gas



**September 17, 2009
The Manning House
450 W. Paseo Redondo
Tucson, AZ**

*60 dollar admission includes ADOT Matchmaker, gala reception, silent auction, dinner and award ceremony
RSVP is required. Please contact Veronica Ruiz-Ronquillo at (520) 740-8465 or visit our website at :
www.tucsonmedweek.com*

*ADOT
Networking Matchmaker
Meet prime contractors
and government buyers
in one place
3:00PM - 6:00PM*

*MED Week
Award Celebration
Silent Auction
5:00PM - 6:30PM
Dinner and Awards Ceremony
6:00PM - 8:00PM*

*Proceeds from the silent auction will go towards scholarships to minority students attending
The University of Arizona and Pima Community College*



Thank you to all of our sponsors



SUPPLIER DIVERSITY PROGRAM VENDOR SPOTLIGHT



The Minority and Small Business Alliance of Southern Arizona will proudly present the 15th annual Minority Enterprise Development (MED) Week Celebration on Thursday, September 17th and all University of Arizona staff and students are encouraged to attend.

The Celebration, which honors the accomplishments and contributions of minority business owners in Southern Arizona, will be held at the historic Manning House, 450 W. Paseo Redondo near the downtown area.

The national MED Week began in 1983 by Presidential Executive Order recognizes minority business owners throughout the country with celebrations, workshops and awards ceremonies.

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

Minority business award winners will be recognized in six categories:

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

In addition to the awards celebration, the Minority and Small Business Alliance will also be awarding four \$1,000 scholarships to minority students who attend either the University of Arizona or Pima Community College. As of this year, \$48,000 in scholarships have been awarded to Tucson minority college students.

The MED Week Celebration begins with a Silent/Live Auction at 5 p.m. and festivities include short films of the winners, dinner and entertainment through 8:30 p.m.

Individual tickets are \$60, while a table for 10 will cost \$550.

Earlier in the day, the Arizona Department of Transportation will be hosting a Networking Matchmaker event for minority business owners and corporations from 3 p.m. to 6 p.m., also at the Manning House.

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./Customer Service 621-1747
Gail Hanson, MOSAIC-Kuali Resource Project 621-5701
Stephanie O'Donnell, Office Specialist 626-4829
Valerie Sipp, Student Employee 621-1748

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
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
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

Printing Services

Printing Services FAX Number	621-6478
Karen Campasano, Office Spec., Sr.	621-9514
Mauretta Allan, Accounting Asst., Sr.	621-7306

Purchasing Card Program

PCard Customer Service	626-9091
PCard Fax Number	621-1245
Karen Brookbanks, C.P.M., CPPB PCard Administrator	621-3288
Dureen Berg, PCard Coordinator	621-3099
Jeff Sembar, Office Spec.	621-5932
Monica Cruz, Office Spec., Customer Service	626-9091

Warehouse Operations

21st & Warren, Bldg 458, PO Box 210458

Customer Service	621-1754
Customer Service FAX Number	798-0719
Laurie Rodriguez, Warehouse Mgr.	621-3438

Surplus Property

21st & Warren, #458, P.O. Box 210458

Customer Service	621-1754
FAX Number	798-0719
Oscar Jaramillo, Mat Handler Spvr., Sr.	621-1754
Cecilia Ortega, Office Supervisor	621-1754

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	626-3919	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	621-1747	621-5179
AHSC Receiving	626-4051	626-9749
Central Receiving	621-3877	621-3196
Printing Services: http://pacs.arizona.edu/printinggraphics/pgs.html	621-7305	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

