



**Procurement and Contracting Services**  
**Contracting/Printing Services/Purchasing/Receiving/**  
**Stores/Surplus Property/Marketing/Small Business**

**Supplier Diversity Program**

# PACS On-Line Newsletter



## **Message from the Director** **Stephen G. Mack, L.C.P.M., Director**

### **Computer Security Breach**

By now I am sure that you are all aware of the Computer Security Breach that was discovered when we returned from Winter Break. It has been an arduous and trying process for all of the departments affected, including ours. But as with most adversity, there were lessons learned and the tremendous cooperative spirit of The University of Arizona Community never shone more brightly.

The Campus Emergency Response Team was activated for its first real emergency. While everything did not go as smoothly as we would have liked, we learned from this experience and have established policies and procedures that can quickly be implemented should we face another emergency.

The tireless efforts of the teams from CCIT, FSO and many other members of the university technology community who worked around the clock at the beginning of the crisis to ensure that the library was up and running for our students and that PACS could provide services was simply incredible. Our department owes a huge debt of thanks to these individuals, who rebuilt all of our computers. I would like to personally thank each and everyone who worked so hard to get PACS up and running again.

Also, a note of thanks to all the University departments and units, who were very patient and understanding with PACS during the recovery process. Although there is still some work to be done, I am certain that the same Wildcat Spirit that was evident at the height of the crisis will continue to lead us as a community to make decisions and establish policy, which will make us less vulnerable to this type of attack again.



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**5TH ANNUAL U OF A PROCUREMENT  
SUPPLIER SHOWCASE**

**April 24, 2007, 10:00am-2:30pm  
Student Union Grand Ballroom**

**&**

**“TEE OFF FOR FUN”  
UA Faculty/Staff and Supplier  
Golf Tournament  
April 23, 2007, 7:30am  
Arizona National Golf Club**

**SHOWCASE HIGHLIGHTS:**

- **Showcase Free and limited to U of A Faculty and Staff**
- **Free Noon Lunch Buffet with Refreshments & Desserts while supply lasts**
- **No registration needed! Just show your UA ID at the door.**

***Free Supplier Samples and Demos***

***Raffles & Prizes***

**SUPPLIERS WHO DO BUSINESS WITH THE U OF A WILL BE REPRESENTED, INCLUDING:**

**Office Depot  
Systems Upgrade Inc.  
EmbroidMe  
Herod Travel Services  
Minkus Advertising Specialties**

Please register for our **“Tee Off For Fun” Supplier Showcase Golf Tourney, 4 Person Team Scramble.**

To register or for more information about the Golf Tournament, contact Tom Fiebiger at

[fiebiger@u.arizona.edu](mailto:fiebiger@u.arizona.edu), 621-5933.

*For more Showcase information, contact John Bentley, Marketing Specialist at 626-7439 or  
[bentleyj@u.arizona.edu](mailto:bentleyj@u.arizona.edu)*

## Purchasing

### On-Line Travel Tool Now Available



The University of Arizona is pleased to announce that we have contracted *Campus Travel Management* to provide a travel related portal to assist business units with their travel needs.

With this new tool, you now have a fast, cost-effective and easy, on-line method for booking travel related services, such as airlines, hotels and ground transportation. We unveiled this new tool to The University Community on February 1, 2007 to more than 100 campus travel arrangers, staff and faculty, and the response of those who have used the site has been extremely positive.

If you have not yet had a chance to explore this new travel portal, please take the opportunity to visit at: <http://www.campustravel.com/university/arizona/>. The site is very user friendly, but if this is your first visit, find and click on the tab entitled, "First Time Users" for an informative overview of the site.

This is still a work in progress, but you will find several links that are fully functional for booking flights directly on-line through specific airlines; on-line travel sites, such as Travelocity and others; links to local, sponsoring hotels; as well as other hotels around the country. There is no user charge for this site; however, there may be some normal fees charged by individual booking sites. For example, most on-line sites charge a fee for making travel arrangements through their site. This fee can be eliminated by booking directly through the travel service website, such as a specific airline or hotel website. You will also find links to consolidator fares and other sites that specialize in overseas travel. You may not be as familiar with these, but if you are planning a trip overseas, they are worth looking at as they can offer you substantial savings.

There is no requirement that University personnel use this tool. If you have a travel booking procedure that you are happy with, there is no need to change, but if you are looking for one-stop shopping, you may find this site extremely useful. Also it is important to note that this is simply a travel services site. By using this website for University Business travel, you must ensure that you are in compliance with all applicable Travel and Procurement policies of the Arizona Board of Regents and The University of Arizona. The content of this site includes links to many other sites, which may be of interest to you. The University of Arizona does not review, monitor or endorse these sites, and specifically disclaims any responsibility for any linked site or its content.

We welcome your comments about the site and seek your input for additional travel services you would like included. If you would like a travel portal training session, we would be happy to arrange one for you. We are also starting a travel website listserv for questions and communications with users. If you would like to be included on training or would like to be added to the listserv, please email the following information to Tomoe Lombard at [tomoe@email.arizona.edu](mailto:tomoe@email.arizona.edu) and indicate if you are interested in training, the listserv or both.

*For questions or additional information about the Travel Website, contact Tomoe Lombard @ 621-3062 or by e-mail @ [tomoe@email.arizona.edu](mailto:tomoe@email.arizona.edu)*

## ePurchasing

### HP Printers Now Available Through TECHDEPOT

HP printers can now be purchased from Tech Depot, a division of Office Depot. Tech Depot orders may be placed through The University eCommerce site, Arizona BuyWays.

If you have not yet registered for Arizona BuyWays, but need to place an HP printer order, please call Tech Depot at 1-800-625-9866, extension 7312 and speak with David Spence. David will be happy to answer your questions and accept your orders.

To place a phone order with Tech Depot, you must use your P-Card for payment. You can expect shipment and delivery of in stock HP printer orders within three to five work days.

Additionally, HP pricing has been extended to Tech Depot, and you will receive the University contract pricing for your printers.

This applies to printers only; it does not include HP copiers. **HP copiers must still be purchased from IKON.**

**TECHDEPOT**  
by Office DEPOT

*For questions or additional information about HP products please contact Kirk Ketcham, Associate Director at 621-9513 or Patty Taylor, eCommerce Manager at 621-3870.*

## Spotlight on Small Business Supplier Diversity Program



**Name:** AB Document Services, Inc.,  
**Address:** 105189 East Avalon Park Street  
Tucson, AZ 85747  
**Phone:** (520) 940-0876/204-5862  
**Business:** Document Services  
**Contact:** Bernadette Athouguia/Aida M. Samuel  
abdocserv@coxnet.com

If your department is looking for fast and reliable courier service, document shredding or translation services at an affordable price, call AB Document Services, Inc. in Tucson.

This women-owned, small business is under the leadership of President Bernadette Athouguia and Vice-President Aida Samuel. These two business women recently merged their individual companies, combining their years of expertise and energy, to create AB Document Services, which provides “one stop shopping” for existing and new clients.

Regardless of whether a university department needs reliable and secure transfer of documents between multiple locations via Courier Services; secure document destruction using Document Shredding; or English/Spanish translation of medical records, AB Document Service can do this and much more for its clients, according to Ms. Athouguia and Ms. Samuel.

Bernadette Athouguia has been providing services to clients in Tucson and surrounding communities for 15 years and Aida Samuel as an alumnus of the University of Arizona brings her knowledge of the University Community to the enterprise.

Both say they believe “in quality, reliability and dynamic customer satisfaction...” and both also pride themselves “on attention to detail and make a common practice of going the extra mile for [their] clients...”

For more information on AB Document Services, Inc., please call 940—0876 or 204-5862 or email AB Document Services at abdocserv@cox.net.

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

## Purchasing Card



## PCard Documentation Tips and FAQ

The new procedure for centralization of PCard documentation is successfully up and running. FSO has received and scanned over 75,000 documents that are available for departments online via ISW PCard Images.

Over the past few months, departments have asked great questions and shared their feedback on the new program; we have compiled the information into a TIPS sheet below, as well as a FAQ available online at: <http://pacs.arizona.edu/pcard/FrequentlyAskedQuestions.htm>.

### Document Scanning Tips

- Please tape the top and bottom of receipts and do not tape over amounts or other important information.
- If a Departmental log form is used, it should not contain any shaded areas especially if there is information contained therein.
- Please do not use highlighters.

### Document Compliance Requirements

- Submit one transmittal sheet per department not per cardholder where possible.
- Submit documentation for all transactions as listed on Cardholder statements. Black out or obscure credit card numbers.
- Black out or obscure all information regarding medical patients to comply with HIPAA requirements.
- If an invoice was paid in two or more increments, copy the documentation so there is documentation for each transaction number. Each transaction needs to be imaged as a complete package.
- Documentation must contain the original invoice and may also contain an acknowledgment, packing slip or an estimated invoice. A final original invoice, not a copy, is required.

For more information, refer to [http://bizcomm.arizona.edu/internal\\_control/](http://bizcomm.arizona.edu/internal_control/) for detailed procedures for the monthly submittal of PCard documents.

*For questions or further information concerning the PCard Program, please contact Misty McCormick, P-Card Administrator @ 621-3288 or by e-mail @ [sandberm@u.arizona.edu](mailto:sandberm@u.arizona.edu).*

## Operations

### PACS FISCAL YEAR END CALENDAR 2007

#### *Purchasing Year End Calendar*

**NOW**

**2007/2008** Processed Purchase Requisitions and Purchase Orders are visible online in **FRS** on screens **29B-29F**. On screen **29C**, the date of the Purchase Order will be **7/1/07**. **Encumbrances are held in a file and will be entered on your 2007/2008 FRS accounts.**

**Friday, May 4, 2007**

Last day to submit fully approved Purchase Requisitions to Purchasing to ensure the order is placed, delivered and paid as **2006/2007 business**.

**NOTE: If the Contracting Office must sign a vendor's contract, allow approximately three to four weeks' additional processing time.**

**Friday, May 25, 2007**

Purchasing will stop processing increases & cancellations for blanket Purchase Orders (PO type "BO").

**Monday, June 4, 2007**

All New Year (**2007/2008**) Purchase Order encumbrances processed to date will be in the New Year FRS accounts.

**Friday, June 8, 2007**

**2007/2008** Maintenance Orders processed to date will be mailed to vendors and departments.

**Friday, June 8, 2007**

All **2007/2008** Property Lease Purchase Orders and Change Orders should be entered.

**Friday, June 15, 2007**

All other **2007/2008** Purchase Orders & Change Orders (**future dated 7/1/07**) will be mailed to vendors and departments from this date forward.

**Friday, June 29, 2007**

**2007/2008** Pre-Paid Purchase Orders (PPOs) processed to date will be mailed to vendors and departments.

**Monday, July 2, 2007**

Departments will no longer be able to direct dPR's to Current or Next Fiscal Year (C/N) on screen 29H. Access will be restricted to current year only, which is **2007/2008**

**Wednesday, July 4, 2007**

Independence Day Holiday—No processing

**Monday, July 16, 2007**

**Current/Next Fiscal Year (C/N) field will default to "C" (2007/2008) to ensure all OLR's / dPR's go into New Year**

*If you have any questions, please contact Lucy Soriano, Operations Coordinator @ 621-7631 or Gail Hanson, Office Automation Specialist Sr. @ 621-5701.*

### *Purchasing Card Year End Calendar*

**Monday, July 16, 2007**

Purchasing Card transactions posted to PaymentNet on or before **June 30, 2007** and approved by Friday, July 13, 2007 will be posted to FRS Fiscal Year 2006-2007

**Tuesday, July 17, 2007**

Approved Purchasing Card Transactions posted to PaymentNet on or after July 1, 2007 will be posted to FRS 2007-2008

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

### *Stores Year End Calendar*

**Thursday, June 21, 2007**

Cut off date for purchases made from a Stores Blanket Vendor. This means that if you make a purchase by Thursday, June 21, and the Stores Order Form is received prior to Thursday, June 29, we will process this transaction in fiscal year **2006/2007**.

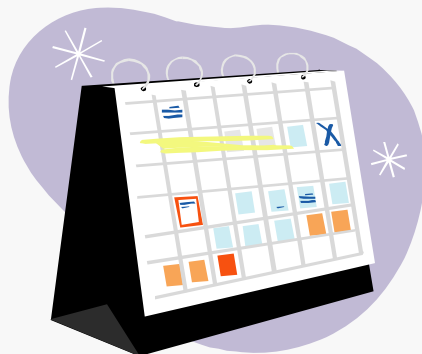
We will make every attempt to bill any other June purchases made after this date. If you make a purchase that must be billed in fiscal year **2006/2007** after Thursday, June 22, 2007, you must hand carry the invoice **prior to 12:00 noon on June 29, 2007**, to:

**Stores Accounting Office  
USA (University Services Annex) Building  
220 W. 6<sup>th</sup> Street, 5<sup>th</sup> Floor**

**Thursday, June 21, 2007**

Cut off date for purchases of On-line Office Depot for fiscal year **2006/2007**.

*If you have any questions, please contact Jeff Wilson, Program Coordinator @ 621-3097*



## Procurement and Contracting Services Staff Directory 2007

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

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### SYSTEM OPERATIONS

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

FRS-OLR/dPR HELPLINE: 626-4000

ARIZONA BUYWAYS E-COMMERCE HELPLINE: 626-8979

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### BUSINESS OFFICE

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### SUPPLIER DIVERSITY PROGRAM

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### INFORMATION TECHNOLOGY

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### CONTRACTING

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Lorenzo Gonzalez	Materials Handler	621-3877	621-3196	<a href="mailto:lorenzol@email.arizona.edu">lorenzol@email.arizona.edu</a>
James Lucas	Materials Handler	621-3877	621-3196	<a href="mailto:jducas@u.arizona.edu">jducas@u.arizona.edu</a>
Geoffrey Schmidt	Material Handler	621-3877	621-3196	<a href="mailto:gfs@email.arizona.edu">gfs@email.arizona.edu</a>
<b>SURPLUS PROPERTY</b>				
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	621-3288	621-1245
Supplier Diversity Program	621-2888	621-9847
Arizona Buyways E-Commerce Helpline	621-8979	
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: <a href="http://pacs.arizona.edu/printinggraphics/pgs.html">http://pacs.arizona.edu/printinggraphics/pgs.html</a>	621-9514	621-6478
Surplus Property: <a href="http://pacs.arizona.edu/surplus/dept/index.htm">http://pacs.arizona.edu/surplus/dept/index.htm</a>	621-1754	798-0719
PACS Home Page Address: <a href="http://pacs.arizona.edu/">http://pacs.arizona.edu/</a>		
Purchasing Policy Manual: <a href="http://pacs.arizona.edu/purch/manual/mancon.html">http://pacs.arizona.edu/purch/manual/mancon.html</a>		
Credit Card programs: <a href="http://pacs.arizona.edu/pcard/default.htm">http://pacs.arizona.edu/pcard/default.htm</a>		



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