



PROCUREMENT AND CONTRACTING SERVICES

Contracting
Receiving
Small Business

Printing Services
Surplus Property
Stores

Purchasing
Marketing
Supplier Diversity Program

Elimination of Pre-Paid Purchase Order

**Elimination of Pre-Paid Purchase Orders
Effective May 29, 2009**

Procurement and Contracting Services (PACS) provides a purchasing system, called “Pre-Paid Purchase Orders” (PPO), for departments that allow them 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, have made a decision to discontinue the use of PPOs as of 05/29/2009. The decision was made to end the PPOs prior to year end so that the PPOs can 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 that may 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.

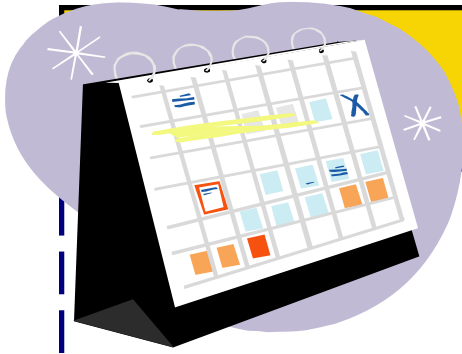
Please give Ted Nasser at 621-5449 or Kirk Ketcham at 621-9513 a call if you would like to discuss this issue with us.



INSIDE THIS ISSUE

Eliminating the PPO 1
 PACS Year-End Processing Calendar 2-3
 Arizona BuyWays For your information 4
 Public Auction Dates & Information 5
 Supplier Diversity Program 4, 5, 10
 PCard Questions Answered..... 6
 Conflict of Interest 7-8
 Un-encumbered purchase orders 8
 Printing Services 9
 PACS Reference Guide 11-13

PACS YEAR-END PROCESSING CALENDAR MAY - JULY 2009



Purchasing Year End Calendar

Friday, May 22, 2009

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

Monday, June 08, 2009

All New Year (2009/2010) Purchase Order encumbrances processed up to date will be in the New Year FRS accounts.

Friday, June 12, 2009

2009/2010 Maintenance Orders processed to date will be mailed to vendors and departments.

Friday, June 12, 2009

All 2009/2010 Property Lease Purchase Orders and Change Orders should be entered.

Friday, June 12, 2009

All other 2009/2010 Purchase Orders & Change Orders (**future dated 7/1/09**) will be mailed to vendors and departments from this date forward.

Wednesday, July 1, 2009

Departments will no longer be able to direct dPR's to Current or Next Fiscal Year (C/N) in FRS screen 29H. Their access will be limited to the current year only, (2009/2010).

Friday, July 3, 2009

Independence Day Holiday – no processing

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.

PACS YEAR-END PROCESSING CALENDAR CALENDAR MAY - JULY 2009 Continued

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.

Stores Year-End Calendar

Friday, June 26, 2009

Cut off date for purchases made from a Stores Blanket Vendor. This means that if you make a purchase by **Friday, June 26, 2009**, the Stores Order Form is received prior to Tuesday, June 30th; we will process this transaction in fiscal year **2008/2009**.

We will make every attempt to bill any other June purchases made after this date. If you make a purchase after **Friday, June 26, 2009**, that must be billed in fiscal year **2008/2009** you must hand carry the invoice **prior to Tuesday, June 30, 2009, at 12:00 noon** to:

Stores Accounting Office

USA (University Services Annex) Building

220 W. 6th Street, 5th Floor

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

Central Receiving Year End Calendar

Friday, June 10, 2009

Last day to submit receiving information to Central Receiving or Medical Receiving. As you know, invoices for shipments received on or before **Friday, June 10, 2009**, must be paid in Fiscal Year 2008/2009. Invoices cannot be paid until corresponding receiving information has been entered. Therefore, we are dependent on you for this essential information, which is especially important for purchase order types **PM and R3**.

The type code appears on your paper Purchase Order (PO) copy above the **“SHIP TO” address**. **Online, it appears on screen 29C, right after the “DATE ENTERED” and on screen 220 right after “DOCUMENT DATE.”**

Central Receiving

Fax: 621-3196

Medical Receiving

Fax: 626-9749

If you have any questions, please contact Fred Martinez, Materials Handler Supervisor @ 621-3890.



FOR YOUR INFORMATION

All forms for participation in Arizona BuyWays are on the PACS website.

By visiting <http://www.pacs.arizona.edu/> and selecting the Arizona BuyWays logo, the Forms link will provide you with all the documents required to use this purchasing system.

You can save time by selecting a question and answer in 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. Please note that answers are case sensitive.

Your Arizona BuyWays password expires every 90 days. Your password must be at least six characters in length and must be different than your previous one.

As an Arizona BuyWays user, you have the ability to choose your own default account number (within your department) and default object code. PACS initially sets these defaults based on the information obtained from user applications, but if you wish to change them, you may do so in the Codes section under the Addresses/Accounts tab in your profile.

As an approver, you have the ability to 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.



VENDOR SPOTLIGHT

Pre-Inked Stamps



If you are interested in purchasing a pre-inked stamp (**Xstamper**) we have a vendor, FRS Spectra, Inc. that can provide them for you. You can view their entire line and place your order at "www.spectrastamps.com". Invoices will carry a discount (10%) off the established printed price. Additionally, your order will be shipped freight pre-paid (no freight cost to you). Shipments will be made within forty-eight (48) hours of receipt of your order. Payments can be made on your PCard. If you prefer to give them a call the direct phone number to the factory is 299-6861. Please ask for Jenny on extension 41 who has been assigned to the University of Arizona account. The fax number 299-1102 which also goes direct to the factory.

Xperience the Difference

Xstamper – the premier brand name in pre-inked stamps is recognized in over 80 countries for unsurpassed quality and innovation. Pre-inked stamps require no stamp pads. Just make an impression with an Xstamper and you will immediately notice the difference. Here is what sets us apart from other stamps:

Durable Grip handle for comfort and ergonomic feel.

Easy to re-ink! Re-inkable reservoir for cost and time efficiency.

ABS plastic for durability and extra wear.



Advanced engineering for a clean impression every time.

50,000 to 100,000 initial impressions.*

Laser engraved rubber to last the life of the stamp.

- More selection – Over 40 custom mounts and over 100 ready-made stock stamps available.
- One price – No hidden charges for artwork, extra lines and characters.
- Quick delivery

Stores

Coming soon . . .
A NEW Stores Catalog!!!

Did you know . . .
Spectrum Chemicals has been added to the Stores inventory!!!

Did you know . . .
USA Scientific is here and in stock!!!

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:
uaauctions.arizona.edu

Public Auction Dates:

May 12, 2009
May 26, 2009 *In person viewing Friday 5/22/09
June 9, 2009
June 23, 2009
July 7, 2009
July 21, 2009

SUPPLIER DIVERSITY PROGRAM VENDOR SPOTLIGHT



Name: College Place Tucson
Address: 1601 N. Oracle Road, Tucson AZ 85705
Phone: (520) 740-0100
Business: Student Housing/Hotel/Conference Center
Contact: Tom Taylor
Email: sales@collegeplacetucson.com

Boasting more than 180 studio apartments for University of Arizona students and housing more than 5,000 square feet of event space for conferences at very affordable prices, College Place Tucson is definitely a hot spot UA staff and students should consider utilizing.

College Place Tucson is located just one and a half miles from UA and provides a 29-passenger bus for regularly scheduled trips to and from the University. In addition to the 180-extended stay apartments, College Place has 24 hotel rooms for visiting parents, faculty members and business consultants.

“We have been working closely with the University of Arizona not only in the student housing arena, but we’ve also been chosen by the UA Education Department as the venue for their Summer AILDI...” Taylor says. The State Bar of Arizona began holding a series of workshops since 2008 with more scheduled in 2009, and the Minority and Small Business Alliance of Southern Arizona recently held a year-end meeting in one of the smaller conference areas.

The facility also is home to the Einstein Bros. Bagels Internet Café and the Cantina-Bar Lounge with seating for 150 people. Other amenities include Poolside Barbecue, Sand Volleyball Courts and business and fitness centers to name a few.

For more information on College Place Tucson, please contact Tom Taylor at 740-0100; or Ernie Webster, UA Manager, Small Business Supplier Diversity Program- PACS at 621-2888.

PURCHASING CARD (PCARD)



PCard Liaisons, Reconcilers and Approvers
Mark your calendar for PCard Summer School
July 30, 2009
More Information to follow...

Is there a main number for the PCard Office?

Yes, the main PCard Customer Service phone number is: 626-9091

If I have a received my renewal PCard, can I activate and begin using it before the expiration of my current PCard? Yes, you can activate the renewal and begin using it and destroy the expiring PCard.

Do you know your established single transaction limit on your PCard? If you are issued a PCard, it is extremely important that you know what the single transaction limit that has been established for your PCard is. Your Department Liaison can provide this information. Do not split a transaction to circumvent this established limit. If needed your Department Liaison can request a temporary increase or permanent increase, within the allowable range of the PCard Program.

What should I do if my PCard is lost or stolen over the weekend? Contact JPMorgan Chase immediately @ 1.800.270.7760 (do not wait until Monday morning). Then follow up with a message to the PCard Office including the detail.

What is the difference between a transaction that can be disputed and a transaction that is fraudulent?

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. *(Always attempt to resolve with the merchant prior to initiating a dispute).* Please notify PCard administration of any initiated disputes.

Fraudulent Transaction: Fraud is defined as unauthorized transaction(s) made with a lost, stolen, compromised or counterfeit card/ card number. *(Do Not Dispute a Fraudulent Transaction)*

Reminder: PCard Office must to be notified of any PCard disputes, fraud, or lost/stolen PCards

New PCard self-reporting violation e-forms:

The Financial Services Office (FSO), Compliance Section has posted new e-forms for self-reporting violations. Currently, there are three letters available on E-Forms under Purchasing Card – Violation letter: Hotel, Personal Purchase and All Others. These self-reported violations carry the same weight as a violation issued by FSO Compliance.

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.

SYSTEMS ADMINISTRATION

Encumbrance Liquidations "only" 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 U.S. Mail to:

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

US Mail: **Procurement and Contracting Services
Purchasing Department
220 W. 6th Street Bldg. 300A 5th Floor
Tucson, Arizona 85701**

Or

Fax: (520) 621-5179

If you have any questions or concerns, please contact Lucy Soriano @ 621-7631 or Stephanie O'Donnell @ 626-4000(OLR-dPR help-line).

PRINTING SERVICES

The UA Print Supplier Program has been designed to achieve the following:

1. Pool the University's purchasing power to generate volume discounts for everyone who uses the program.
 - A. The volume discount is cumulative over the 5 year contract- the discounts start after the University spends \$100,000.00 dollars at each vendor.
 - B. Once the discount has been reached with a vendor all departments using that vendor will receive the discount on any future orders at that vendor.
2. Create one standard method of payment for Printing Projects.
3. Create the least interference between the vendor and the department ordering the printed projects.

Any University department can either get estimates directly from the vendors on the list or email Karen Campasano (ksc@email.arizona.edu) the specs and she can get estimates for them.

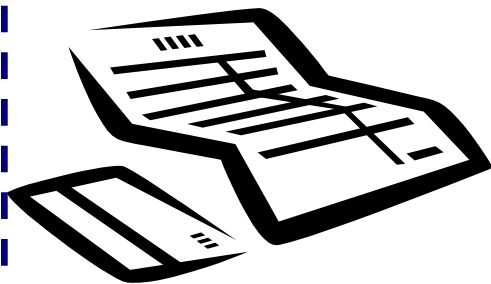
When the department is ready to place the order, they fax an Interdepartmental billing form with the winning estimate to 621-6478

- a-Printing Services issues a PO to the vendor
- b-The vendor and department can now proceed with the order.
- c- The vendor issues the bill to Printing Services.
- d-Printing Services removes the money from the departments account and pays the vendor.

Departments will not have to do a dPR/RFP/MOF or save receipts and send them to FSO for scanning.

There is no dollar limit on printing purchases in the Print Supplier program. The department does not have to use the lowest price vendor.

The department is free to use any vendor in the program who the department feels most suits their needs.



Current Vendor Volume Discounts- 2/09
AlphaGraphics CPS- 3%- 3 locations-
Spectrum Printing- 2.5%
Arizona Litho- 1.5%

**SUPPLIER DIVERSITY PROGRAM
VENDOR SPOTLIGHT**



Name: FastPark & Relax
Address: 6970 South Tucson Blvd., Tucson AZ 85756
Phone: (520) 889-7275
Business: Airport Parking Facility
Contact: Ted Forsberg, Marketing Manager
Email: tforsberg@fastparkandrelax.com

There's a new airport parking facility in town and they've used their big guns to negotiate a special reduced rate contract with the University of Arizona that all of the university community should probably check out.

To receive a special rate of just \$3.61 per day (excluding tax) all University of Arizona travelers must enroll in the FastPark Relax for Rewards Program via the FastPark website at www.fastparkandrelax.com You will be prompted for the Promotional Code listed below:

PROMOTIONAL CODE: 1020207

Use the Rewards Card to enter and exit FastPark and your special rate will apply automatically to your parking ticket. The general public rate is \$4.51 per day plus tax. There are over 900 covered, well-lit and secure spaces available. In addition, each time you use your Rewards Card, you will receive one point for each paid day of parking which can be redeemed for free parking.

And although "our vans are not wheelchair accessible, we can accommodate customers in wheelchairs by valet parking their car," Forsberg says. We ask the customer to call a few days ahead of their departure and speak with a manager to let us know they are coming and we will drive their car from our lot to the terminal and drop them off for their flight. When they return and call us we will drive their car up to the terminal and pick them up and return to our lot..."

Other features of the FastPark & Relax service includes:

- Park eight days (does not have to be consecutive) and earn a free day
- Continuous "extra-fast" shuttle service -24/7 – No waiting to be picked up
- Complimentary chilled bottled water and newspaper
- Guaranteed parking for FastPark & Relax card members – no reservations required

Contact Marketing Manager Ted Forsberg for additional questions at 889-7275.

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

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
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. Sves. 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, 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
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	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/		

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