



PROCUREMENT AND CONTRACTING SERVICES

Contracting
Receiving
Small Business

Printing Services
Surplus Property
Stores

Purchasing
Marketing
Supplier Diversity Program

HELPFUL INFORMATION FROM PURCHASING

In case you haven't already heard, Target Corporation has purchased Walsh Brothers. What this means for you is essentially nothing. While PACS has changed our Purchase Orders to read "Target Commercial Interiors", the same people are still providing us with the same products and services. Phone numbers remain the same, salespeople remain the same and those same green shirts will be visible (until, of course, the rebranding is complete!). Some of the changes you will see in time are an increase in the breadth of products & offerings available, a new showroom will be built and Target puts 5% of all their sales back into the local community. As a whole, the acquisition of Walsh Brothers by Target Corporation should be a positive thing for the University.

While we're on the subject of Target, recently we've been inundated with phone calls informing us that our Pre-paid Purchase Orders are not being accepted by the check readers at Target. Similarly to Wal-Mart, Target runs all checks received through a check reading system that immediately accesses your account and checks to see if there are available funds. In the case of our PPO's, they are not tied to a specific account and therefore are being rejected as not having available funds. Unlike Wal-Mart, Target tells us there is no work around for this. While the PCard can be used for most purchases from Target, we understand that many of you used PPO's to go to Target for the purchase of gift cards for subject pay and believe we have a solution. Gift cards are restricted on the PCard so an operational advance can be requested from FSO provided there is a business purpose and that the cards are not for gifts or awards. The employee requesting the Operational advance will be required to sign a promissory note and follow all guidelines outlined in the FRS Policy manual:

<http://www.fso.arizona.edu/fso/deptman/9/915opadv.html>

We hope this helps you to continue business as usual and to continue with the University's Mission!



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Seasons Greetings



Stores

The Stores Department offers a wide range of biological products. We stock products from various vendors including Fermentas, Qiagen, Sigma Genosis, Bio-Rad, Promega, Fisher, VWR, and CLP. For complete information and a list of all biological vendors contact Steven Ravicchio at 621-7975

Spectrum Chemicals will be 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.



Surplus, Central Receiving, and Stores, including the Freezer program will be closed on November 27th

and 28th, and will also be closed from December 24th 2008 reopening on January 5th 2009.

FOR LEASE

Does your department need a copier?

The Arthritis Center has a Canon iR2270 Digital Copier/Printer/Fax with Automatic Reversing Document Feeder, Trayless Duplexing, Two paper drawers with 1,000 sheet paper capacity, Finisher S-1 with 50 sheet stapling capacity, Deluxe Cabinet and ESP Power Filter. Monthly Lease Payment \$192.50 plus tax for a total of \$208.09 a month plus maintenance cost. The lease expires in February 2009. This is a very good deal and if you are interested please call Betty Guenther at 626-3618 for further information.

SUPPLIER DIVERSITY PROGRAM VENDOR SPOTLIGHT



Name: Twin Tygr Films
Address: 6742 W. Dublin Lane,
Chandler, AZ 85226
Phone: (602) 385-9500
Business: Film Production

If your department is looking for a colorful, lively and affordable way to market programs or services then contact Ty Ng, President of Twin Tygr Films whose artistic and business video productions can make it happen.

In less than seven years Twin Tygr films has become one of the most sought-after film production companies throughout Phoenix and Southern Arizona. Ty uses his unique talents as an actor and film and music producer (he's studied under famed director John Woo) making everyday life and business experiences come to life.

His impressive client base includes Dial Corporation, Fender Guitar, the City of Phoenix, the State of Arizona, Austin Commercial and of course the University of Arizona (Procurement and Contracting Services and Parking and Transportation) as well as several private and non-profit corporations.

Ty says his approach is to look at a particular department "...and create a story about the work they do so the audience can become a part of it...I present the video in a way they can't do with brochures, power point, etc and hopefully these videos become valuable marketing tools for the University of Arizona..."

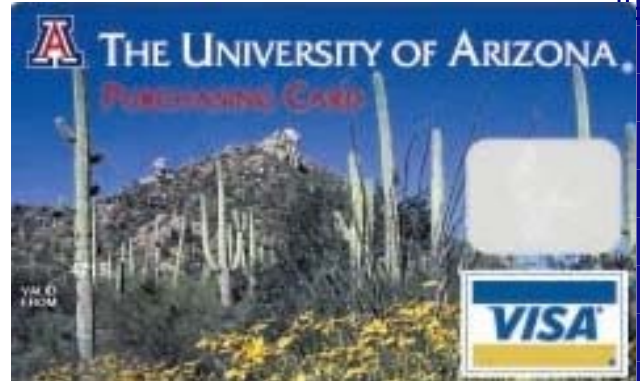
"It's what clients prefer to use for marketing" because everyone wants to be entertained -more through visuals than any other media - even more so than live presentations, Ty adds.

For more information about Twin Tygr and cost efficiency, contact Ty at 602-385-9500.

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

PURCHASING CARD (PCARD)

The Purchasing Card is to be used for University of Arizona business only, not for personal use. All Transactions made using the Purchasing Card must benefit and support the University's mission of education, research and public services. The PCard program is for small dollar purchases.



PCard Reminders:

- Within PaymentNet there are links to PCard Forms, Applications, Quick Object Code Reference Guide and PCard email contact listings
- Guidelines for Centralization of Documentation link: <http://www.fso.arizona.edu/internalcontrol/index.html>
- Upon termination of employment or transfer to another department the cardholder must return their Purchasing Card to the department liaison.
- Departmental Purchasing Cards are transferable and assignable and remain the property of the University of Arizona and JPMorgan Chase. The departmental PCard should be given to the liaison. The liaison will complete a transfer form to transfer the responsibility to a new responsible cardholder.
- Individual Purchasing Cards are nontransferable and non-assignable and remain the property of the University of Arizona and JPMorgan Chase. The liaison will submit a delete form to the PCard office and dispose of the card.
- Responsible Cardholder of a Department PCard authorizes transaction for check out of Department PCard for purchase to be made.
- The Responsible Cardholder of a Department PCard cannot delegate the physical card check out responsibility to another person.
- When in doubt contact PCard Customer Service 626.9091

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.

Corporate Travel Card (Not a PCard)

Corporate Travel Card Reminder:

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.

Arizona BuyWays

How to Place a Tax Exempt Order in Arizona BuyWays

In the Edit Cart section of Arizona BuyWays, there is a box in the upper right area of the requisition labeled Tax Exempt. Click on "Select from profile values" and a pull-down list will appear, from which Yes (for tax exempt orders) can be selected.

This will send an electronic message to the supplier that the order is tax exempt. Please note that the tax amount will still appear in the requisition. Once Purchasing receives the invoice from the vendor, the tax amount will be credited to the account on the purchase order.

If the Yes option does not appear in the requisition, it means that the user was not given the authority to place tax exempt orders when the individual Arizona BuyWays application was completed. Please see your department's Arizona BuyWays liaison if you need this option added to your profile.

Liaisons: Purchasing will need an email stating that users can be given permission to place tax-exempt orders.

As always, please contact the Arizona BuyWays help line at 626-8979 with questions.

Cart - Draft Requisition

I. M. Requestor profile | logout

2008-10-23 jnsreq 01 | 1 item(s), 45.86 USD

Search for PO No. [] Go

home | my favorites | product search | **carts** | history | settlement | profile

active cart | draft carts | my favorites | my requisitions

Create Cart

Add Products → Edit Cart → Review → Place Order

PR Approvals → PO Preview

Save

Cart Name: 2008-10-23 jnsreq 01 Internal Note: add note... Tax Exempt: None

Priority: Normal

Description: []

Supplier / Line Item Details

Show line details For selected line items Add To Favorites Go

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 FUNNEL PE LARGE 8 IN	10349A	CS	42.62	1 CS	42.62 USD
Supplier subtotal					42.62 USD
Subtotal					42.62
Sales Tax					3.24
Use Tax					0.00
Total					45.86 USD

Save

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 the Director of Procurement and Contracting Ser-

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.

Public Auction Dates:

November 4, 2008
November 18, 2008
December 2, 2008
December 16, 2008

Here Comes 2009 Happy New Year!!!!
January 20, 2009
February 3, 2009

Surplus Property department conducts auctions every two weeks on a Tuesday, located at 1145 S. Warren. Auction doors open at 8:00am and the auction starts at 8:30am. Merchandise can be physically previewed on the Monday before the auction from 7:30am to 4:00pm. This allows customers to test equipment and view in person. On-line preview starts on the Friday prior to the auction through 7:00am on the day of auction.

Registration can be done at the auction website:
uaauctions.arizona.edu or at the Surplus Property office.

Registered bidders can be present at the auction, or can bid from their computer at the time of the auction. In addition, proxy bids can be placed starting on the Friday prior to the auction through 7:00am on the day of auction.

Common auction items include: bikes, computer equipment, furniture, lab equipment, jewelry, and vehicles.

Stores Blanket Section



The Stores Blanket Section staff would like to take this opportunity to thank the University community for providing the necessary paper work to process Stores Blanket transactions in a timely manner. We understand the difficulties all departments are facing during these turbulent times. The Stores Blanket Section staff is willing to help in whatever way we can.

The Stores Blanket Section staff can provide training to new employees or employees who now have the responsibility for processing Stores transactions. On the phone training is available anytime by calling our main line at 621-7305. If you would like someone to come to your office for more personal training please contact Jeff Wilson at 621-3097 or jrwilson@u.arizona.edu.

If you receive an email request to fill out a Merchandise Order Form (MOF) for an invoice that does not belong to your department please reply back to the email so Stores can forward the invoice to the correct department. If you would like multiple people to receive these notices please contact Stores at 621-7305 with the account numbers and contacts email addresses and Stores will add them to the contacts list.

Please review the current Blanket vendors list at: <http://pacs.arizona.edu/stores/stores-blankets1.htm> before you make your purchases to assure the vendor is still an active Stores Blanket vendor. If a purchase is made with a non Stores Blanket vendor Stores will return your paperwork and ask that you pay the invoice with the PCard or check request.

Finally please make sure whoever signs the Merchandise Order Form is an FRS authorized signer for the account number to be charged. If Stores receives the form with an invalid signature it will be returned to the department for a valid signature.

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., Interim Dir. 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 621-3919
Contracting FAX Number 621-9847
Irma Alvarado-Sipp, Contracts Admin 621-3857
Cyndy Caccavale, Contracts Admin. 621-0779
Ernette Leslie, Contracts Admin. 621-3919

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, 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 Spvrs.	621-3890
Delivery Team	621-3877

AHSC Receiving

Customer Service	621-4051
FAX Number	626-9749
Herman Lopez, Pgm. Coordinator	626-4051
Oscar Canez, Materials Handler	626-4051

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

