



**PROCUREMENT AND CONTRACTING SERVICES**

**Contracting  
Receiving  
Small Business**

**Printing Services  
Surplus Property  
Stores**

**Purchasing  
Marketing  
Supplier Diversity Program**

**PURCHASING  
TRI-UNIVERSITY FURNITURE CONTRACT**

On July 1, 2009 the Tri-University furniture contract Primary award was made to three vendors, Target Commercial Interiors, Goodman’s Office Interiors and Corporate Interior Systems. These awards encompass just about anything you could ever need in terms of office furniture. The budget line was awarded to Target Commercial Interiors. Budget furniture refers to furniture that is less expensive than the Primary award but is still high quality. These new awards allow for more choices for the University community while still focusing on quality products and services at competitive prices. The University of Arizona representatives for the awarded vendors are:

Target Commercial Interiors (formerly Walsh Brothers) contact information:

Debbie Danby – Inside sales, 520-792-4200 x726 or [ddanby@walshbros.com](mailto:ddanby@walshbros.com)

Deborah Christian – Outside Sales  
520-594-6206 or [dchristian@walshbros.com](mailto:dchristian@walshbros.com)

Goodmans’ contact information:

Michele Wright - New projects, Quotes,  
520-628-2706 or [mwright@goodmans.info](mailto:mwright@goodmans.info)

Jennifer Taylor - Customer Service:  
Invoicing, Tracking, Scheduling,  
520-628-2725 or [jtaylor@goodmans.info](mailto:jtaylor@goodmans.info)

Corporate Interiors Systems contact information:

University of Arizona  
Toll free #1-877-424-8670

Lindsay Thompson- Main point of contact for all furniture needs, 602-284-3997,  
[lthompson@csinphx.com](mailto:lthompson@csinphx.com)

Pam Harrell - Space planning & reconfiguring of existing spaces, 480-220-3936,  
[pharrell@csinphx.com](mailto:pharrell@csinphx.com)

Jeremy Pitts - Operations (installation, service, warehousing), 520-239-6506.  
[jpitts@interiorsolutions.net](mailto:jpitts@interiorsolutions.net)

Emergency Phone: 520-239-6506

Purchasing Contact:

Ted Nasser at 520-621-5449 or  
[enasser@u.arizona.edu](mailto:enasser@u.arizona.edu)

Specific information as to what’s available under each contract will be available shortly and will be posted on the Procurement and Contracting Website. In the mean time, feel free to contact any one of the above representatives for any of your furniture needs!



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## Arizona BuyWays



### For Your Information

A good Arizona BuyWays practice is to delete old draft carts periodically. After selecting Carts>Draft Carts, a user can see any carts that have been created at an earlier date that have not been sent to an approver. Clicking on the Shopping Cart Name will allow a user to view the cart; selecting the Delete button will remove the cart from the Draft Cart list. By performing this task occasionally, the possibility of accidentally placing an unwanted requisition is reduced.

When searching hosted catalogs, the ability to sort by price is now available for searches that include 200 items or less.

All requisition approvers are now viewable at any step in an unapproved state by selecting the “view approvers” link under the PR Approvals tab. The green check mark will now only be used to identify completed steps.

Users can now search requisitions and POs by department number, account number, and object code for those department numbers that the user has access to.

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

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.

### Public Auction Dates:

September 1, 2009  
September 15, 2009  
September 29, 2009  
October 13, 2009  
October 28, 2009



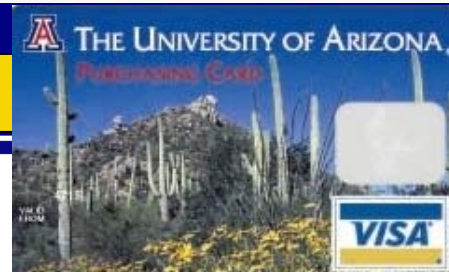
Auctions start at 8:30 a.m.

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](http://uauctions.arizona.edu)

## PURCHASING CARD (PCARD)



**2009 PCard Summer School (PCSS) was held on 7/30/09**

**For Liaisons, Reconcilers and Approvers**

**Workshop Topics Included:**

- **PCard, Fraudulent Use-Prevention-Detection-Consequence!**
- **Contracts & The PCard**
- **PCard 101**
- **Disputes & Fraud...The Differences**
- **Conflict of Interest**
- **Program Roles & Responsibilities Review**
- **PCard Administration and FSO Compliance**
- **Ethics—An Individual Matter**
- **Tax, Tax & More Tax**

There were over 200 attendees for the event.

*Workshop slides are now posted on the PCard website.*

### **Updated PCard Policies**

Revised PCard Policies are now on the PACS PCard Website. The Policies have been updated and sectioned with corresponding section numbers for ease of look up. Some highlights include:

- Index & Policy numbering
- Updated Format
- Updated Restrictions

**Effective September 1, 2009:** Reconcilers may be cardholders, but cannot reconcile their own transactions.

**Effective upon Quali Implementation:** Transaction Reconciliation and Approval process will be performed in Quali.

**Effective: July 31, 2009:** Legal Name as listed in PSOS/ISW must be used for login set up.

**Effective: July 31, 2009:** Issuance of a PCard from a Department other than the employee's listed Department in PSOS/ISW will require submission of documentation from both Departments including acknowledgement of responsibilities associated with the PCard and transactions.

Please review Policies for updates and changes. All future updates will be referenced by Policy Numbers.

### **FAQ's**

**Does the PCard Office conduct on-site Department Refresher Policy Trainings?**

Yes, If a Department has staff that they feel could benefit from a refresher policy training, contact PCard Customer Service at 520-626-9091

**What should I do with my PCard if I am going to be out on extended leave, or vacation?**

If you are an Individual PCard holder contact your department Liaison as request they have your PCard placed on a Temporary hold until you return to work.

If you are the Responsible Cardholder of a Department PCard, ask your liaison to complete a transfer form assigning someone new as the Responsible Cardholder.

Another transfer form will be required to change responsible cardholder status back to you upon your return.

## 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

### 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



**Name:** BrinkMedia, Inc.  
**Address:** 350 W. Simpson  
Tucson, AZ 85701  
**Phone:** (502) 628-9600  
**Business:** Information Technology  
**Contact:** Marta Grecchi, Senior Account Manager  
**Email:** [marta@brinkmedia.com](mailto:marta@brinkmedia.com)  
[inquiries@brinkmedia.com](mailto:inquiries@brinkmedia.com)  
**URL:** [www.brinkmedia.com](http://www.brinkmedia.com)

BrinkMedia may be a small business, but their technical and design ability is extensive. This award-winning Interactive Media Agency utilizes the latest technologies to put their clients at the cutting edge of web and mobile developments, and they would love to do the same for the UA.

“We build innovative branded solutions that keep our clients leading the pack.

From Enterprise Class websites with custom Content Management Systems, to Flash-based digital advertising and even iPhone and Smartphone applications, we’ll build what it takes to keep our clients better connected with theirs,” says Danny Vinik, long-time barrio resident and President of BrinkMedia.

With a staff of 18 designers and programmers, BrinkMedia does all coding and design in-house, constantly pushing the limits of technology to deliver new solutions to their customers. “An area that we’re really excited about right now is mobile applications. Smartphone technology (iPhone, Blackberry etc.) is rapidly becoming standard, and it provides incredible opportunities for educational institutions to stay connected to young people via the very tools and platforms they use.” BrinkMedia has already created Smartphone applications for various clients, including mobile travel guides for the countries of Holland and Monaco, and sees numerous applications for almost any field.

To learn how BrinkMedia can strengthen your department’s online presence, give Marta a call at 917.647-6693. She would be happy to offer insights on your next interactive project.

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

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

**PROCUREMENT & CONTRACTING SERVICES**

**Campus & Mailing Address: Univ. Svcs. Annex, #300A; P.O. Box 210300, 85721**

**Physical Location: 220 W. 6<sup>th</sup> 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 621-1749

**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. 6<sup>th</sup> 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
<b>Jeff Wilson, Program Coordinator</b>	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
<b>Karen Brookbanks, C.P.M., CPPB PCard Administrator</b>	621-3288
Dureen Berg, PCard Coordinator	621-3099
Jeff Sembar, Office Spec.	621-5932
Monica Cruz, Office Spec., Customer Service	626-9091

**Warehouse Operations**

**21<sup>st</sup> & Warren, Bldg 458, PO Box 210458**

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

**Surplus Property**

**21<sup>st</sup> & Warren, #458, P.O. Box 210458**

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

**Stores Production**

**Admin., 21<sup>st</sup> & 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
<b>Fred Martinez, Mat. Handler Spvsr.</b>	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: <a href="http://pacs.arizona.edu/printinggraphics/pgs.html">http://pacs.arizona.edu/printinggraphics/pgs.html</a>	621-7305	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>		
Campus Travel Management: <a href="http://www.campustravel.com/university/arizona/">http:// www.campustravel.com/university/arizona/</a>		

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