



## Letter From The Director

**Dear Colleague,**

I hope everyone had a safe and enjoyable Holiday season. In November an article appeared in the *Arizona Daily Star* regarding use taxes being imposed by Arizona cities. The article used Office Depot as an example of how a Phoenix-based company was required by the city to impose a 2.5% tax on all sales, including business in the Tucson area; and that this tax was then paid to the city of Phoenix.

There have been several phone calls, e-mails, and letters directed to Procurement and Contracting Services urging us to change our office supplies provider because of their feelings about having money from Tucson going to Phoenix. They would prefer we make decisions that would allow for this money to stay in Tucson. It appears there is enough concern regarding this issue that a general explanation of our position in this area is warranted.

First and foremost, I both empathize and agree with many of the sentiments held by University employees regarding the desire to be supportive of Tucson businesses and economy. I believe that many of the tax laws in Arizona have serious problems and should be addressed through the legislative process.

This being said, I will explain what our position is based on with regard to the article and to those concerns voiced by some in our University community. Our first and overriding responsibility in making purchasing decisions has to be what is best for the University. Though we have a strong interest in being a good corporate citizen of Tucson, and whenever possible would like to keep as many of our University dollars in the area as possible, this must be secondary to the responsibility of making decisions that are in the best interest of the University.

It is the responsibility of everyone who makes purchasing decisions at the University to make them based on best value to the Institution and in compliance with the ABOR procurement code. To do otherwise would constitute a conflict of interest and breach of responsibility. The ABOR purchasing code clearly states that taxes may not be used as a factor in determining financial offers.



Policy number 3-803 – Bidding and Source Selection Procedures – page 6 – B-7 states: The contract shall be awarded to the lowest responsible and responsive bidder whose bid conforms in all material respects to the requirements and criteria set forth in the invitation for bids. The amount of any applicable transaction privilege or use tax of a political subdivision of this state is not a factor in determining the lowest bidder . . .

Office Depot's selection was based upon the determination that its offer constituted the best value to the University in cost, service, experience, and a number of other criteria. Office Depot was selected by a group representing all areas of the University after a very intensive and thorough process. To purchase office supplies outside of this contract is not in the best interest of the University.

I hope that in the near future these issues of city taxes can be resolved in a fair and effective manner but our feelings about the fairness of these laws cannot and should not be a factor in our purchasing decisions.

*Please feel free to contact me if I can be of assistance. You may reach me via email at [macks@u.arizona.edu](mailto:macks@u.arizona.edu) or by phone at 621-5827.*

Sincerely,

Stephen G. Mack, C.P.M.  
 Director

**> Inside:  
 Dwight Gibbs' Retirement  
 Party On January 31st**

## Explanation Of Payment Process Of Some Purchases

Procurement and Contracting Services and Financial Services Operations recently made some changes in the payment process for some PO's. These changes have no affect on how you process and manage these functions; however, because of the changes, several questions have been raised. The purpose of this communication is to share what changes have been made and hopefully to answer questions you might have due to the changes.

Each buyer in Purchasing and several people in Accounts Payable have been issued a Purchasing Card and will be processing some of your requisitions using these cards as the payment method instead of issuing checks. The only change you will see as a department is your Purchase Order number will begin with an "O" and the statement, "Payment will be made by credit card" will appear on your copy of the Purchase Order. Everything else will remain the same. You do not need to reconcile or approve these transactions. If you need to return merchandise, you will continue to follow the current process for dPR's.

*If you have any questions, please contact the FRS-OLR helpline at 626-4000.*

Stephen G. Mack, C.P.M.  
Director  
Procurement and Contracting Services

## E-Purchasing With Patty Taylor

Back in October I received an email from an Indiana State University employee who had been experiencing some "toner scam calls." I shared this article with the Purchasing card listserv and would like to share it with you as well. I did get feedback from some of you who also received some of these calls here at the University.

The article reads:

We have a credit card program, like many other universities. We have been experiencing a significant increase in the reported number of toner scam calls. I believe the procurement card is the reason for the increase in these attempts (the only person they have to convince is the p-card holder).

When we ask for a phone number these companies always hang up. They apparently block their phone numbers when calling (according to a department that has the caller I.D.).

In the past, Purchasing would receive a report about this type of scam a few times per year (at most). I think we have had about 30 reported attempts in the last 6 months.

*Note: The Purchasing Department has not been spared these calls. We have had two or three calls. Some calls start out as "surveys" to find out what equipment a department owns. Another caller will call back several days later and try to convince someone to order the toner. Since they may know the machine and department head name (if we revealed it to the first caller), the call sounds legitimate.*

*If you have any question or concerns, please feel free to contact me.*

*Thank you,*

Patty Taylor  
Purchasing Manager  
Procurement and Contracting Services  
Ph: 520-621-3870 Fax: 520-621-5179  
Email: ptaylor@u.arizona.edu



## Dwight Gibbs To Retire Friday, January 31st

January 31, after nearly 23 years with Procurement and Contracting Services, Dwight Gibbs, senior buyer, will hang up his headset, put down his P-Card, and hit the retirement trail (probably in a '57 Chevy since he is an avid classic car fan). Dwight began working in Medical Purchasing in April 1980 and then moved to Purchasing in June 1984 where he has remained. We in PACS will miss his purchasing expertise, his wealth of knowledge in working with the campus community, and most certainly his friendly smile and multiple classic car calendars! We think he is a classic too; and we think you 'auto' be there to share with us in celebrating his retirement.

*Mark your calendar and plan to be in Room A606 of the University Services Annex, Building 300A, on Friday, January 31, 2003, from 3:00-5:00 p.m. Refreshments will be provided and a brief presentation will take place at about 4:00 p.m. Contact Lynn Geyer (621-3062) or lgeyer@u.arizona.edu if you would like to contribute toward a gift or provide a card, note, or email for him.*



## UA Identification Program For Graphic Standards

### **New Class Offered By Extended University And UA Identification Program !**

Look for an announcement about a class that will be offered January 29, 9 a.m. to 4 p.m., through Extended University! The class will give the fundamentals of the UA Identification Program, trademarks, postal requirements, marketing guidelines and the ABC's of designing a brochure and newsletter for desktop publishing. This class can be considered part of the 16-hour training for employees (Cost of class: \$175 for a one-day session and follow-up critique of assignment). Don't Delay, Call Today! 626-8632.

### **Printing & Graphic Services Official Provider Of All Stationery Products (Please See Insert)**

Printing & Graphic Services is designated by Procurement policy as the provider of official University stationery. All stationery items produced are consistent with the style guidelines of the University Identification Program.

### **Updates And Information**

The UA Identification Program provides guidelines and policy for using the University's official logos in publications, stationery, electronic communication, exterior building signage and wayfinding. This program helps to present the University's image consistently as a nationally respected institution.

If you need any of the University's official logos for your publications, we can send them to you electronically. Please email your request to: [dlarson@u.arizona.edu](mailto:dlarson@u.arizona.edu). Indicate if you have PC or Macintosh platform.

If you would like to arrange a site visit with the Director of Identification to review and discuss your publications, or to explain the Identification program, call Dottie Larson, 621-1076 to schedule a visit.

**Dottie Larson**  
621-1076  
FAX: 621-6478  
[dlarson@u.arizona.edu](mailto:dlarson@u.arizona.edu)

- Obtain logos in electronic format (EPS, TIF in PC or MAC platform)
- Approval for graphic elements to be used as "secondary logos" on UA stationery and publications for colleges, divisions and departments. To obtain approval, please call 621-1076.
- Copy of the UA Identification Guide of graphic standards

## ✓ **Printing & Graphic Services Ordering Checklist**

Questions you will be asked when you submit or call about a printing or mailing job.

- ✓ IBF number (Interdepartmental Billing Form)
- ✓ Account number
- ✓ Fax number for proof
- ✓ Date when needed
- ✓ Delivery address
- ✓ Contact name and phone number
- ✓ What kind of job? (letterhead, business card, brochure, newsletter, envelope, etc.)
- ✓ Paper stock (what kind, what color) – *please call us if you need help*
- ✓ Ink colors (PMS numbers if needed)
- ✓ Quantity needed
- ✓ Is this going to be a bulk (3rd class or 1st class) mailing?
- ✓ Do you need additional items inserted into your printed piece before mailing?
- ✓ Have you designed your printed piece with mailing requirements in mind?

- ✓ Do you need any bindery operations? (fold, staple or pad, etc.)
- ✓ In what software was your piece produced? (Adobe PageMaker, Microsoft Word, etc.)

*If you would like to know the correct use and placement of the University's official logos, please e-mail ID Program Director Dottie Larson at [dlarson@u.arizona.edu](mailto:dlarson@u.arizona.edu).*

*If you have any printing questions, please feel free to call Karen Campasano, 621-9514, or Todd Knoop, 621-9516, at Printing & Graphic Services.*

## **New Printing Contract With Outside Print Vendors**

For any printed project that requires an outside print vendor, Procurement and Contracting has established a new printing contract with nine vendors statewide.

*Contact Todd Knoop at 621-9516 or Mark Fastje at 621-5447 for details on how you can purchase any print project without a purchase order from Purchasing.*

**Name: Arizona Imprintables, Inc.**

**Address: 8093 E. Waverly Street  
Tucson, Arizona 85715**

**Phone: (520) 885-1111**

**Fax: (520) 885-2211**

**Vendor Number: V0000453450**

**Email Address: azimprint@earthlink.net**

**Business: Promotional Products,  
Imprintable Products**

**Contact: Nancy Kilgore, Sales Counselor**

Arizona Imprintables is a woman-owned business selling Promotional products and imprintable items to businesses and private individuals in the most cost-effective manner possible, according to Nancy Kilgore, Sales Counselor.

With over 5,000 suppliers and manufacturers and 500,000 items available for imprinting, this company provides wearables such as shirts, hats, vests, etc.; employee gifts; and direct mail items as well as event materials such as badge holders, presentation folders, binders, etc.

Arizona Imprintables is a licensed vendor at the University of Arizona and also lists among its clients, Canyon Ranch, Desert Energy Credit Union, Beaudry Motors, American Lung Association and the YWCA to name a few.

Other services offered by Arizona Imprintables include web site creation, graphic art, door-to-door delivery, and packaging options.

*Please call Nancy Kilgore at (520) 885-1111 for more information.*

**Name: Omni Tucson National  
Golf Resort and Spa**

**Address: 2727 W. Club Drive  
Tucson, Arizona 85742**

**Phone: (520) 877-2361**

**Fax: (520) 877-2360**

**Vendor Number: V0007033370**

**Email Address: hgarman@omnihotels.com**

**Business: Resort, Dining, Business Travel,  
Fine Dining, Golf and Spa**

**Contact: Herb Garman, Sales Manager**

Nestled in the Foothills of the Santa Catalina Mountains, this Four-Star/Four-Diamond resort offers some of the finest accommodations and service available in Tucson for both guests and business travelers.

Some of those amenities include 27 holes of Championship Golf (perennial home of the PGA's Tucson Open) to the lavish indulgence of a 10,000 square-foot spa.

Ideal for business entertaining or that special event, the Omni boasts a variety of dining opportunities in its restaurants from the "Fiesta" for casual breakfast and lunch; "Legends" for libations, sandwiches and sports TV; and the "Catalina Grille" offering fine dining, spectacular views and service.

Boasting more than 15,000 square-feet of flexible, usable conference space, the Omni is ideal for meetings of 10 to 250 and is also available for business retreats, specialty events, weddings, catered events and parties.

Golf and spa services are open to the public.

*For more information, please call Herb Garman at (520) 877-2361.*

**Name: Orange Express Delivery Service**

**Address: 1037 S. Alvernon Way  
Tucson, Arizona 85711**

**Phone: (520) 584-8536**

**Business: Delivery Services**

**Contact: Victor Orange**

When Time is Everything, you'll want to call Orange Express Delivery Service for prompt and dependable service at competitive prices.

Victor began operating Orange Express Delivery four years ago and has serviced numerous satisfied customers throughout Southern Arizona ranging in sizes from bulk freight to envelopes. "No item is too small or large for us to deliver," he says.

Other services provided by the company include delivery; pick-up; mail pick-up and drop-off; signature packages; and hourly, weekly, daily or monthly delivery. Same-day services are also available.

"For emergencies, custom-tailored solutions, Orange Express is the company that you can depend on . . . Our flexibility makes it possible for us to make it happen when other companies can't," Victor adds.

In addition to the greater Tucson area, Orange Express also delivers to Marana, Coronado, Robles, Green Valley, Casa Grande, Vail, and Phoenix.

*For more information on routes, services, and pricing, please give Victor Orange a call at (520) 584-8536.*

**Name: Pre-Paid Legal Services**

**Address: 405 E. Prince Road, #1203  
Tucson, Arizona 85705**

**Phone: (520) 850-3290**

**Fax: (520) 407-8317**

**Email Address: janasimova@prepaidlegal.com**

**Business: Pre-Paid Legal Services**

**Contact: Jana Simova, Independent Associate  
Small Business & Group  
Benefits Specialist**

Have you ever been overcharged for a repair, received a speeding ticket, been audited, purchased a home, signed a contract or prepared a will?

Of course most of us have, but according to recent studies most of us (about 80 percent) either cannot afford or just don't keep an attorney on retainer.

That's where Pre-Paid Legal Services can help. Pre-Paid Legal Services is a New York Stock Exchange Company that currently provides legal services to more than one million families throughout the country.

"For \$26 per month or less, families and individuals have access to top-quality law firms who handle everything from major legal issues to answering simple questions about everyday occurrences," says Jana Simova, Independent Associate.

Usual comments as to why most people don't keep an attorney on retainer are ". . . It may cost too much . . . They don't know where to begin . . . The process is too intimidating . . ." That's where Pre-Paid Legal can help. Give Jana a call today at (520) 850-3290.

*For more information on any of these businesses, please contact Ernie Webster, Manager, Small Business Supplier Diversity Program, at (520) 621-2888 or ewebster@u.arizona.edu.*

# Stores Blanket Vendor

## Additions January / February 2003

Vendor Name	Vendor Address	Phone #	PO #	Commodity
Pioneer Equipment Inc.	936 W. Grant Rd.	622-1638	958166	Air compressors, pumps, parts, service, and related accessories
Robbins Equipment Co.	5251 N. Maria Dr.	887-2292	958167	Auto supplies, parts, and repairs

## Changes January / February 2003

### Vendor Name

Ace Hardware – Ina Rd. (PO #955748)

Ever Ready Glass

### Change made to Vendor

No longer a Stores vendor at this location only

Address change: 2080 E. Beverly

## New Tool Available To Help Identify Vendors In Southern Arizona

BusinessLINC is a specialized program made possible by a grant from the Small Business Administration (SBA). It is administered by the City of Tucson, Office of Economic Development and provides Buyer-Seller matching for businesses in Southern Arizona.

The dedicated staff performs outreach to assist local businesses to accurately describe their products and services on the BusinessLinc web-based, interactive directory. The web address is [www.azscd.org](http://www.azscd.org). It allows users to search by company name, product/service category, or by keyword.

There are no fees associated with this service. Users need not register. Users will not get solicitations from vendors as a result of searching this site.

For those departments working with federal grants and that need to meet certain goals for small, minority and woman-owned businesses, BusinessLINC could prove to be of invaluable assistance.

BusinessLINC directly addresses the fact that a high percentage of products and services purchased by local companies and organizations are obtained outside of our area. The program makes it easier for buyers to search the capabilities of vendors in Southern Arizona. BusinessLINC has already surpassed its first-year goals by connecting buyers and sellers with contracts in excess of two million dollars.

*For more information on BusinessLINC, please call Bob Horn at 791-5093.*

## Computer Configuration Education Sites

When configuring a computer online (i.e.: Gateway & Dell) please look at the web site carefully before proceeding.

Most of these web sites have an education site that is then broken down into K-12 and Higher Education. Often the higher ed sites are broken down again into Purchasing for the Institution, Purchasing for the Faculty/Staff & Purchasing for the Student.

It is important that you choose the Higher Education site, and if available, Purchasing for the Institution.

What is available through a business or home use web site is often not available through an educational site. For example, Dell sometimes offers special “free” items with the purchase of a computer for the home or business. These items are not available to Higher Education.

Among other things, Gateway and Dell's pricing should be better, their systems often have better warranties, and usually universities do not have to pay freight.

Gateway Web site:

<http://esource.gateway.com/southwesthighered>

Dell web site: [www.dell.com](http://www.dell.com)

*click on:*

education

Higher Education

Higher Education Institution

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## PACS Reference Guide

	<b>Telephone</b>	<b>Fax</b>
Campus Purchasing Office	621-1747	621-5179
AHSC Purchasing Office	626-6714	626-2179
Contracting Office	621-3514	621-9847
FRS OLR Help-Line	626-4000	-
Purchasing Card Program	621-3288	621-1245
Supplier Diversity Program	621-2888	621-9847
<hr/>		
dPR Attachments - Main Campus	-	626-8008
dPR Attachments - AHSC	-	626-2179
<hr/>		
<b>Stores (Warehouse) Operations</b>		
Customer Service Line	621-7975	621-3533
AHSC Receiving	626-4051	626-2179
Central Receiving	621-3877	621-3196
Printing & Graphic Services	621-2571	621-6478
Surplus Property	621-1754	798-0719

### **Web Sites:**

PACS Home Page Address:  
[http://w3.arizona.edu/~pacs/pacs\\_home.html](http://w3.arizona.edu/~pacs/pacs_home.html)

Purchasing Policy Manual:  
<http://w3.arizona.edu/~pacs/purch/manual/manbeg.html>

Credit Card Programs:  
<http://w3.arizona.edu/~pacs/purch/home.html>

Printing & Graphic Services:  
<http://w3.arizona.edu/~pacs/printinggraphics/home.html>

*From the PACS Home Page you can “click” to see the individual home pages of all PACS areas.*

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## Tips Subscriptions

### **To receive this informative newsletter:**

send a memo or e-mail requesting to be added to the *Tips* mailing list to:

Printing & Graphic Services  
Attn: Georgeanne Tesi  
Room 102, West Stadium  
Send e-mail to: [gtesi@u.arizona.edu](mailto:gtesi@u.arizona.edu)

### **To change your address:**

Send a memo or e-mail to Georgeanne Tesi indicating old address as it now appears on the mailing label and your new address.

In the unlikely event that you should wish to cancel your subscription, Georgeanne can do that, too.

♥ **Happy Valentine’s Day**  
**February 14th, 2003** ♥

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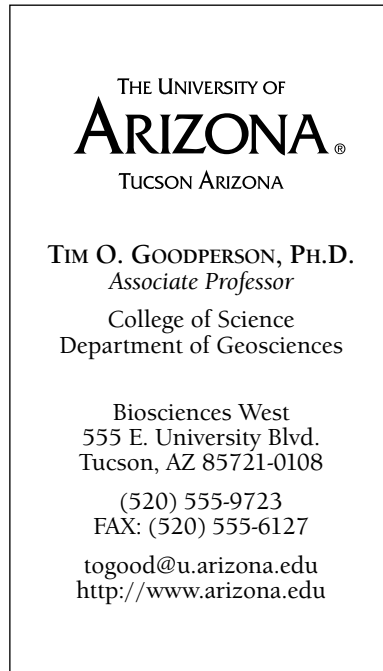
July 1, 2001

**UPDATED OPTIONS: UA OFFICIAL STATIONERY**

The standard word mark is used for University departments; word mark with thunderbird is used for AHSC departments.

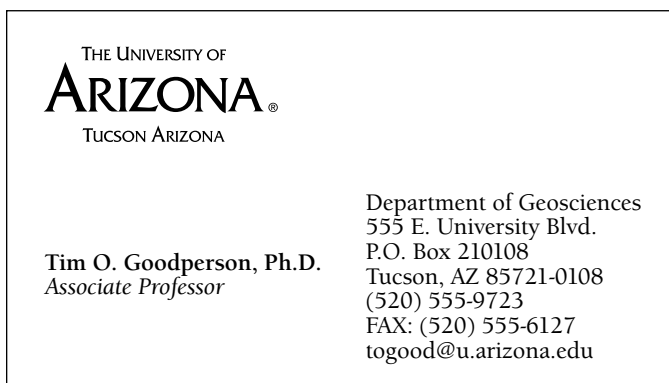
Versions A, B, & D can be printed on side two with additional information that does not fit on side one (i.e., additional electronic addresses, cell phone numbers, affiliated organizations, etc.).

**VERSIONS NOW AVAILABLE:**



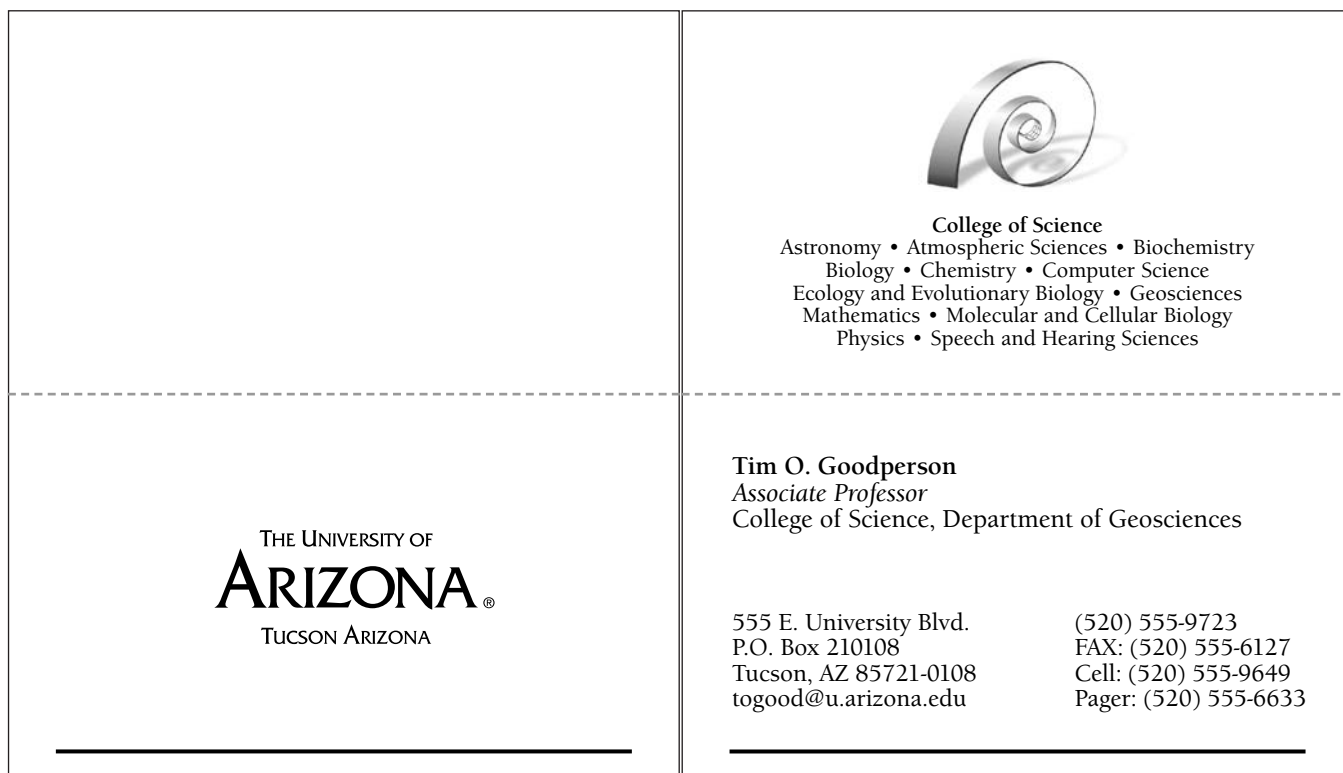
**A Card**

Maximum lines: 12



**B Card**

Maximum lines: 7 on the right, plus  
Name and Title to the left (1-3 lines)

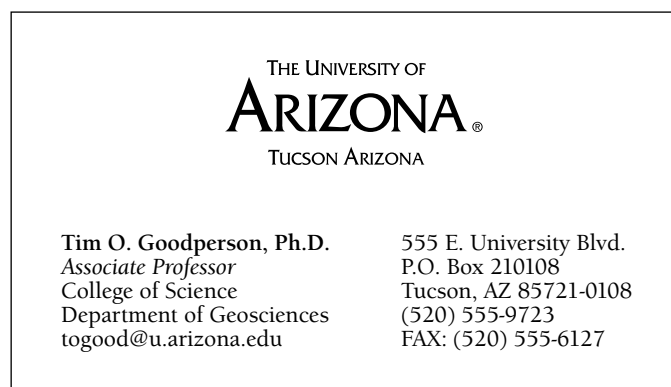


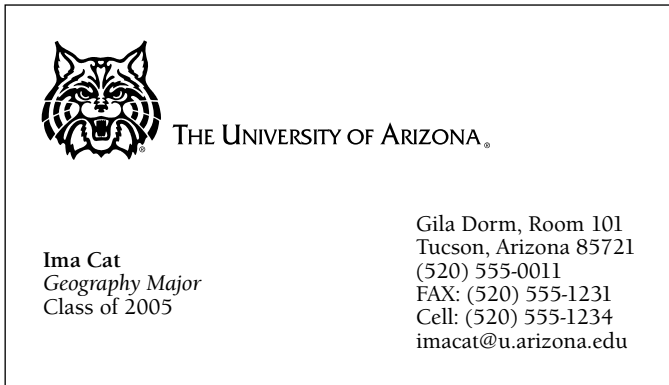
### C Card

The folded version is the only option that allows department/division's graphic element. This version also offers the most flexibility for text inside of card. Graphic elements may be printed with additional color.

### D Card

Maximum lines: 10 (5 lines on each side)





### Student Card (S Card)

Undergraduate and graduate students may purchase business cards.

Maximum lines: 7 on the right, plus Name and College or Department or class year to the left (1-3 lines)

Students have the option of a campus or home address, phone, fax or cell number. Or any combination equalling 7 lines or less.

### Custom Wordmarks

Upon request, Printing and Graphic Services can create a departmental custom wordmark to display your department or division. These wordmarks are subject to approval. Some examples of currently used custom wordmarks are shown below.

#### Campus Wordmarks



#### AHSC Thunderbirds



All business cards, letterhead, and #10 envelopes may be ordered in the official UA colors: PMS 200 red, and PMS 281 blue. Official stationery may also be printed in one color, PMS 281 blue. Stationery may be ordered in pure white or natural white, smooth finish

Letterhead may include division's graphic element placed at the bottom center of the page. The #10 envelope will no longer include additional graphic elements, as bar codes will be added to return addresses in the future.

Prior approval of all graphic elements used by colleges or divisions must be given by Director of UA Identification Program before using on stationery or publications. Please contact Dorothy Larson, Director, UA Identification Program, 621-1076; FAX:621-6478 ; email: <dlarson@u.arizona.edu> to obtain approval form.