



Letter From The Director

Dear Colleague,

I want to thank you all for your continued support and cooperation with Procurement and Contracting Services. Our staff is working diligently to provide you with quality service. They are keenly aware and supportive of my interest in operating as a customer service department. The budget cuts of the last year and a half have taken their toll on us, as I know they have on each of you. This provides us with added challenges to increase service but we are dedicated to that goal. I hope you will work with us in facing the significant challenges that lay ahead.

We are planning a supplier showcase for Wednesday, April 23. The theme of the event is "Team up for Success." We will be bringing up to 100 of our most commonly used suppliers to the new Grand Ballroom in the Student Union Memorial Center for a supplier expo. It will be a wonderful opportunity to meet with representatives from our supplier businesses, to find out what's new, and to become better acquainted. The show will run from 10 a.m. thru 3 p.m. that day and will be open to all faculty and staff.

Also, in connection with the supplier showcase, we will be sponsoring a "Tee Up for Fun" four-person scramble golf tournament at Omni Tucson

National on Tuesday, April 22. Suppliers, faculty, and staff are invited to participate with the purpose of increasing networking with our suppliers in a relaxed setting. The cost for the golf tournament will be \$65 and includes lunch, awards, and prizes. If you like to golf, we hope you will plan to join us for this event.



Invitations and details of the showcase and golf tournament have been sent out, but if you haven't received the information, you may access it on our web site (http://w3.arizona.edu/~pacs/pacs_home.html) or by calling our main number at 621-1747.

Please feel free to contact me if I can be of assistance in any way. You may reach me via email at macks@u.arizona.edu or by phone at 621-5827.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephen G. Mack'.

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

**> Inside:
New Way To Access
Tips Newsletter On-Line**

E-Purchasing Growing

The Purchasing Card program has been growing and growing. We currently have 1,835 cardholders as well as 120 department cards. We are processing over \$2,000,000 a month; and since July 1, 2002, we have processed over 63,000 transactions. Thanks to you, this program is a success.

The Purchasing Card software recently took on a new look and some new functionality. You may now schedule your reports to run automatically. Once you've scheduled your report you will receive an email letting you know it's available along with the link on which to click.

If you would like help scheduling your reports or joining the program, please contact Misty McCormick at 621-3288 or sandberm@u.arizona.edu.

Higher Markets Is On Its Way !

Higher Markets is our new E-Purchasing initiative that we are implementing at this very moment. What E-Purchasing will allow you to do is place one requisition with multiple vendors, creating multiple purchase orders from the one requisition. We will be coming to talk to your departments over the next several months to explain what exactly this program is and how it will change the way you order.

If you have any questions or concerns, please feel free to contact Patty Taylor at 621-3870 or ptaylor@u.arizona.edu.

Sales Tax Exemption Process

When claiming a tax exemption request on a purchase, you may make a statement of exemption on the requisition (dPR) directly. The exemption statement must be the first statement on the requisitions as text line #1 and should read as follows:

This purchase will be used for research and development purposes as that term is defined by ARS 42-1409(b)(14). The exemption from sales tax pursuant to ARS 42-1409(b)(14) is authorized by (Name of department authorizing exemption must be typed here).

In addition, when purchasing a computer, include a statement in the requisition (dPR) notepad, screen 22n, detailing the intended use of the computer that supports the rationale for requesting tax exemption.

This process places the responsibility on the department to be familiar with statute ARS 42-1409(b)(14) and the related exceptions to it. If the exemption is used for other than intended, the department may be liable for any tax and related interest or penalties that may result for incorrect exemption requests.

If you need assistance in determining whether a purchase is exempt for sales tax, please contact the Tax Compliance Office at 621-7719.

New Business Hours For Warehouse Operations

New business hours went into effect on Monday, March 3, 2003, for the 22nd Street and Warren Warehouse Operations.

The new business hours for Central Receiving, Stores, and Surplus Property will be 6:00 a.m. to 4:30 p.m., Monday thru Friday.

If you have any questions, please contact John Warren at 621-5650.

Overview of BusinessLINC

Name: BusinessLINC Program
City of Tucson - Office of Economic Development

Address: P.O. Box 27210
Tucson, AZ 85726-7210

Phone: (520) 791-5093

Fax: (520) 791-5413

Email Address: bhorn1@ci.tucson.az.us

Business: SBA funded program to match Buyers/Sellers and Mentors/Protégés in Southern Arizona

Contact: Bob Horn

BusinessLINC is a specialized program made possible by a grant from the Small Business Administration. It is administered by the City of Tucson, Office of Economic Development and combines the SBA's Mentor/Protégé program with the City's Supply Chain Development initiative.

Its focus is to provide Buyer/Seller and Mentor/Protégé matching for small businesses in our area, making them more competitive. The dedicated staff performs outreach to assist local businesses in accurately describing their products and services on the BusinessLINC web-based, interactive directory. The web address is www.azscd.org allowing buyers to search by company name, product/service category, or keyword. There are no fees to any program participants.

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 easy for buyers to search the capabilities of vendors in Southern Arizona. BusinessLINC has far surpassed its goals in the first year by connecting buyers and sellers with contracts in excess of \$2,000,000.



UA Identification Program For Graphic Standards

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. 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.

Following are some handy phone numbers:

Dottie Larson 621-1076
FAX: 621-6478
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

Rodney Campbell 621-5581
UA Foundation
rodney@al.arizona.edu

- Correct usage of Campaign Arizona graphics system
- Campaign Arizona publication format for Colleges and Divisions

Mike Low 621-3547
mlow@u.arizona.edu

- Use of UA logos on products (t-shirts, cups, hats, etc.)
- List of official licensed vendors
- Obtain Art Approval form

John Adams 626-9024
adamsj@fm.arizona.edu

- Exterior signage and banner approvals

UA Info 621-9997

- Develop a web site

Thank you!

Dottie Larson
*Director,
UA Identification Program*

New Year – New Way To Access *Tips* Newsletter

Effective with our January-February 2003 issue, *Tips* can now be accessed online at the following web site: http://w3.arizona.edu/~pacs/pacs_home.html.

Therefore, if you prefer viewing *Tips* online and no longer wish to receive a paper copy in the mail, please notify Georgeanne Tesi via email at gtes@u.arizona.edu or fax at 621-6478. She will remove your name from the mailing list. If you do nothing, you will continue to receive your copy in the mail.

To change your address:

Send a memo or email to Georgeanne Tesi indicating old address as it now appears on the mailing label and your new address. Georgeanne's mailing address is:

Printing & Graphic Services
Attn: Georgeanne Tesi
Room 102, West Stadium

PACS Year-End Calendar 2003-2004

Purchasing Year-End Calendar

Now	2003/2004 Purchase Requisitions and Purchase Orders that have been processed are visible on-line in FRS on screens 29B-29F. On screen 29C, the date of the Purchase Order will be 7/1/03. Encumbrances are held in a file and will be entered on your 2003/2004FRS accounts.
Thursday, May 1, 2003	Last day to submit fully-approved Purchase Requisitions to Purchasing to assure the order is placed, delivered and paid as 2002-2003 business. <i>Note: If the Contracting Office must sign a vendor's contract, allow approximately two weeks' additional processing time.</i>
Friday, May 30, 2003	Purchasing is to stop processing increases & cancellations for blanket Purchase Orders (PO types BO and QB only).
Monday, June 09, 2003	All New Year (2003/2004) Purchase Order encumbrances processed up to date will be in the New Year FRS accounts.
Friday, June 13, 2003	2003/2004 Maintenance Orders (PO's only) processed to date will be mailed to vendors and departments. Mail all new "MO" daily from now on.
Friday, June 13, 2003	All 2003/2004 Property Lease PO's/CO's should be entered.
Friday, June 20, 2003	All other 2003/2004 Purchase Orders & Change Orders (future dated 7/1/03) will be mailed to vendors and departments from now on.
Friday, June 27, 2003	2003/2004 PPO's processed to date will be mailed to vendors and departments.
Tuesday, July 01, 2003	Departments will no longer be able to direct DPR's to Current or Next Fiscal Year (C/N) on screen 29H. Their access is to the current year only, which at that time, is 2003-2004.
Monday, July 14, 2003	Current/Next Fiscal Year (C/N) field will default to "C" (2003-2004). <i>If you have any questions, please contact Lucy Soriano, Supervisor/Operations Coordinator at 621-7631.</i>

Purchasing Card Year-End Calendar

Monday, June 30, 2003	Purchasing Card transactions with a post date of June 30, 2003 or prior will be posted in Fiscal Year 2002/2003. Any charges with a post date of July 1, 2003 or after will post in Fiscal Year 2003/2004. <i>If you have questions, please contact Patty Taylor, E-Purchasing Manager at 621-3870, or Misty McCormick, Purchasing Card Coordinator at 621-3288.</i>
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Stores Year-End Calendar

Friday, June 20, 2003	Cutoff date for purchases made from a Stores Blanket Vendor. This means that if you make a purchase by June 20, and the Stores Order Form is received prior to June 30, we will process this transaction in fiscal year 2002/2003. We will try to bill any other June purchases made after this date if possible. If you make a purchase after June 20, and must have it billed in fiscal year 2002/2003 you will need to hand carry it prior to June 30, 2003, at 12:00 noon to: Stores Accounting Office, USA (University Services Annex) Building, 220 W. 6th Street, 5th Floor.
Friday, June 20, 2003	Cutoff date for purchases of On-line Office Depot for fiscal year 2002/2003. <i>If you have any questions, please contact Neil Schooling, Supervisor Stores Accounting Section at 621-7315.</i>

Central Receiving Year-End Calendar

Friday, July 18, 2003	Last day to submit receiving information to Central Receiving or Medical Receiving. As you know, invoices for shipments received on or before June 27, 2003, must be paid in Fiscal Year 2002/2003. Invoices cannot be paid until corresponding receiving information has been entered. We are dependent on you for that essential information. This is especially important on purchase orders of several specific types. Those types are PM, QO and R3. The type code appears on your paper Purchase Order (PO) copy above the "Ship To" address and on-line, on screen 29C right after the "Date Entered" and screen 220 right after "Document Date." Central Receiving Fax: 621-3196 Medical Receiving Fax: 626-8459 <i>If you have any questions, please contact Fred Martinez, Material Handling Supervisor at 621-3890.</i>
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Name: Paper Paper Paper

Address: 3130 E. Ft. Lowell
Tucson, Arizona 85716

Phone: (520) 326-3830

Fax: (520) 326-0750

Vendor Number: V0001088830

Email Address: PaperPaula@aol.com

Business: Specialty papers, invitations,
announcements, gifts

Contact: Paula O'Dowd, Owner

Specializing in fine hand-made paper, unique invitations and announcements, Paper Paper Paper is a woman-owned business that has been in Tucson for more than 20 years.

The introduction to your function is most crucial to a successful event and Paper Paper Paper through personalized assistance can design and print your invitations, menu cards, programs, flyers, and envelopes. Bring your creative ideas (or look at samples of past creative work) and they can help you set just the right tone for your function or announcement, from formal to casually elegant.

Paper Paper Paper is a registered University of Arizona vendor.

For more information on prices and services, please call Paula O'Dowd at 326-3830 or visit her web site at www.p3online.com.

Name: Computers Etc., Inc.

Address: 50 S. Houghton, Suite 150
Tucson, Arizona 85748

Phone: (520) 721-6800

Vendor Number: V0000924150

Email Address: Cmpetc@Cmpetc.com

Business: Computer sales, service/repair, computer
Networking and Internet services

Contact: Christine Glanz, Owner



With a sales and support staff boasting more than 30 years of combined experience in computer sales, service and Internet fields, Computers Etc., Inc., owner Christine Glanz says they've built their reputation on "unsurpassed customer service. We offer customers one-stop, cost-

effective solutions for a wide range of computing and Internet needs . . ."

Growing up in Tucson and graduating from the University of Arizona with emphasis in Computer Systems Engineering, Christine's experiences have included working as an IT contractor for several high profile corporations in and out of the United States. She has been affiliated with several cutting-edge technology designers and has an extensive background in the development of digital test and measurement instrumentation. Christine has also worked with the Mexican government and business officials through NAFTA in a program to bring computerized efficiencies and modernization to the Maquilladora industries south of the border. Computers Etc., Inc., is a registered University of Arizona vendor.

Areas of expertise include: Computer Sales, Computer Services, Computer Networking, Web Site Services and coming soon: Wireless Internet Access ". . . Get into the fast lane of the Information superhighway with high-speed wireless Internet access. Connect at speeds 50 times faster than a typical modem dial-up connection . . ."

For more information, please call Christine at 721-6800.

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 March / April 2003

Vendor Name	Vendor Address	Phone #	PO #	Commodity
Ace Hardware	9581 E. Golf Links	722-0288	9554192	Hardware supplies
Canyon Fence Co.	Tucson	623-4800	958168	Fence materials, installation, and repair
Distinct Impression	3262 S. Richey Ave.	571-0210	958169	Screen printing, advertising specialty items
Gopher Bearing SW	3688 S. Park Ave.	622-3545	958170	Power transmission products, including sprockets, bearings, gears, and belts

Changes March / April 2003

Vendor Name	Change made to Vendor
Arizona Electric Motor Service	No longer a Stores vendor
Crateworks Southwest	No longer a Stores vendor
Imagination Unlimited	No longer a Stores vendor
Jazz Skins	No longer a Stores vendor
Jet Connection	Name change: IntelliQuick Delivery (PO #958135)
LaserXperts	New address: 3980 S. Evans Blvd.
System Support Services	No longer a Stores vendor
Tucson Restaurant Equipment	New address: 818 S. Plumer

PACS Reference Guide

	Telephone	Fax
Campus Purchasing Office	621-1747	621-5179
AHSC Purchasing Office	621-1747	626-8459
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
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dPR Attachments - "Only"	626-8008	-
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Stores (Warehouse) Operations		
Customer Service Line	621-7975	621-3533
AHSC Receiving	626-4051	626-8459
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

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>

Tips Newsletter:

http://w3.arizona.edu/~pacs/pacs_home.html

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

Tips Subscriptions

To receive this informative newsletter:

send a memo or email requesting to be added to the *Tips* mailing list to:

Printing & Graphic Services

Attn: Georgeanne Tesi

Room 102, West Stadium

Send email to: gtesi@u.arizona.edu

To change your address:

Send a memo or email 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.

*** Daylight Saving Time Begins
Sunday, April 6th, 2003**

Procurement and Contracting Services

PURCHASING AND CONTRACTING TEAM DIRECTORY 2002-2003

http://w3.arizona.edu/~purch/pshome.html
 University Services Annex, Building 300A
 Tucson, Arizona 85721

<u>NAME</u>	<u>TITLE</u>	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL</u>
Stephen Mack, C.P.M. <i>Lynn Geyer</i>	Director <i>Admin. Associate to Director</i>	621-5827 <i>621-3062</i>	621-5179 <i>621-5179</i>	macks@u.arizona.edu <i>lgeyer@u.arizona.edu</i>
Kirk Ketcham	Associate Director	621-3438	621-3533	ketcham@u.arizona.edu
Cyndy Caccavale	Assistant Director	621-3857	621-9847	caccavac@u.arizona.edu
Dottie Larson	I.D. Program Manager	621-1076	621-6478	dlarson@u.arizona.edu

BUSINESS OFFICE

Ruben Perez <i>Marisa Valdez</i>	Business Manager, Sr. <i>Administrative Associate</i>	621-3400 <i>626-2354</i>	626-5428 <i>626-5428</i>	rdp@u.arizona.edu <i>valdez@u.arizona.edu</i>
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SYSTEM OPERATIONS

FRS-OLR HELP-LINE (626-4000)

dPR Attachments: FAX # 626-8008

Lucy Soriano <i>Jodie North</i> <i>Laura Pacuilla</i> <i>Michelle Ortiz</i>	Supervisor/Ops. Coordntr. <i>Office Specialist</i> <i>Office Specialist/front desk</i> <i>Student Employee</i>	621-7631 <i>626-4829</i> <i>621-1747</i> <i>621-1748</i>	621-5179 <i>621-5179</i> <i>621-5179</i> <i>621-5179</i>	soriano@u.arizona.edu <i>jodie@email.arizona.edu</i> <i>lp@u.arizona.edu</i> <i>miortiz@email.arizona.edu</i>
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SUPPLIER DIVERSITY PROGRAM

Ernie Webster <i>Diane Newman</i>	Supplier Diversity Mgr. <i>UA Mall Events Coordinator</i>	621-2888 <i>626-2630</i>	621-9847 <i>621-2545</i>	ewebster@u.arizona.edu <i>dnewman@u.arizona.edu</i>
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INFORMATION TECHNOLOGY

Dan Henkel <i>Gail Hanson</i> <i>Thomas Starling</i>	Spprt. Syst. Anlyst. Sr/Team Ldr. <i>Office Automation Specialist Sr.</i> <i>Office Automation Specialist Sr.</i>	626-3483 <i>621-5701</i> <i>621-9515</i>	626-5428 <i>621-5179</i> <i>621-6478</i>	henkeld@u.arizona.edu <i>ghanson@u.arizona.edu</i> <i>starling@u.arizona.edu</i>
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CONTRACTING

Irma Alvarado-Sipp <i>Ernette Leslie</i> <i>Dawn Butz</i>	Contracts Adm./Team Leader <i>Administrative Associate</i> <i>Buyer</i>	621-0779 <i>626-3919</i> <i>621-3514</i>	621-9847 <i>621-9847</i> <i>621-9847</i>	alvaradi@u.arizona.edu <i>ecleslie@u.arizona.edu</i> <i>dbutz@u.arizona.edu</i>
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BUYING TEAM 1 / CONTRACT PURCHASING

Gary Sapp	Contracts Adm./Team Leader	621-1721	626-0042	gsapp@u.arizona.edu
Ted Nasser, C.P.M.	Buyer/Coordinator	621-5449	626-0041	enasser@u.arizona.edu
Mark Fastje, C.P.M	Buyer Sr.	621-5447	626-3697	mfastje@arizona.edu
Tom Fiebiger, C.P.M.	Buyer Sr.	621-5933	621-6602	fiebiger@u.arizona.edu
Rob McMullen, C.P.M.	Buyer Sr.	621-3067	621-5179	rmcmulle@u.arizona.edu
Judy Auwerter, C.P.M.	Buyer	621-3097	621-5179	auwerter@u.arizona.edu

AHSC OFFICE

Jan Posz C.P.M	Buyer Sr./Coordinator	626-6712	626-8459	jposz@u.arizona.edu
Sue Lockwood	Buyer Sr.	626-5603	626-8459	slock@arizona.edu
Leah Kobayashi	Buyer	626-6713	626-8459	kobayash@u.arizona.edu

BUYING TEAM 2 / E-PURCHASING

Patty Taylor	E-Purchasing Mgr./Team Ldr.	621-3870	621-5179	ptaylor@u.arizona.edu
Neil Schooling	Stores Accounting Supervisor	621-7315	621-1245	inschool@u.arizona.edu
Leeann Abney-Adams	Temporary Employee/front desk	621-7305	621-1245	
Samuel Hager	Accounting Assistant Sr.	621-5932	621-1245	shager@email.arizona.edu
Venita Palmer	Accounting Assistant Sr.	626-9091	621-1245	vpalmer@u.arizona.edu
Zoila Vasquez	Accounting Assistant Sr.	621-7305	621-1245	vasquezz@email.arizona.edu
Chris Merkle	E-Purchasing Administrator	621-7306	621-1245	blakleyc@u.arizona.edu
Lucy Duvall	E-Purchasing Coordinator	626-8816	621-1245	lduvall@u.arizona.edu
Misty McCormick	Purchasing Card Coordinator	621-3288	621-1245	sandberm@u.arizona.edu
Denise Puella	Buyer Associate/Coordinator	621-3871	621-6957	denisep@u.arizona.edu
Abner Kalyanmasih	Buyer Associate	621-3873	621-6957	abner@u.arizona.edu
Lila Parga	Buyer Associate	626-3538	626-2179	lparga@u.arizona.edu
Gloria Zimmerschied	Buyer Associate	626-7926	626-2179	gloriaz@email.arizona.edu
Kris Healy	Student Employee	621-1747	621-6957	