



Letter From The Director

Dear Colleague,

Thank you to everyone who took the time to participate in our first annual Supplier Showcase. For our first year we couldn't be more pleased with the turnout from suppliers, faculty, and staff. We filled 100 booths with representatives from both large and small companies interested in and currently doing business with the University. We look forward to making next year's event even better.

The University's e-procurement solution, *Arizona BuyWays*, is scheduled to begin rolling out mid May. The pilot group of five departments will begin using this exciting new tool at that time with full rollout scheduled for October of this year. We are very excited about the benefits this tool will bring to the University. Online ordering and workflow capabilities through a single tool, with access to many of our contracted suppliers, will dramatically reduce order-to-delivery time and eliminate currently existing redundant processes.

We are currently working on a solicitation for cellular services for the University. It is intended that this agreement will address most of our needs in this commodity. A selection committee has been formed that is comprised

of representatives from all areas of the University community, including academic, research, development, students, and administration. This should allow us to address needs from every area in developing a comprehensive agreement. The process we will use for this solicitation will allow opportunities for those interested to participate.



Your general support for our department is very much appreciated, and I invite you to provide feedback on how we might continue to improve our services.

If I can be of assistance in any way, you may reach me via email at macks@u.arizona.edu or 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:
PACS Year End Calendar**

E-Purchasing Updates !

PCard Tips

What documentation is required for PCard purchasing transactions? What is the term of retention for these documents?

Departments should obtain an original, itemized invoice or receipt for every purchasing card transaction. If a merchant supplies a signature receipt and/or packing slip in addition to the invoice/receipt, retain this documentation as well. Departments should retain all original documentation and a copy of the monthly bank statement for each credit card for eight years.*

** Note: The department retains all audit documentation for the Purchasing Card Program.*

How do I ensure a PCard charge will clear FRS at fiscal year-end?

There is no guarantee a PCard charge will clear FRS before year-end; however, there are some steps that can help achieve that goal. The PCard fiscal year-end will be July 8 to ensure any transaction that posts to *PaymentNet* by the last day of June will clear FRS. To help ensure all PCard charges post by June 30, give as much lead-time to merchants as possible. Try not to place back-order items on a PCard near year-end, as a merchant will not charge the card until the item ships. Consider putting a moratorium on delivery purchases the last two weeks in June. Be aware that the transaction date is usually different from the post date** – a purchase made June 30 will not post to *PaymentNet* until July 1 or later.

*** Note: The merchant determines the date a transaction posts to PaymentNet by deciding how and when they batch their credit card machine. This process usually takes from one day to one week, but there is no guarantee.*

If your department is not yet using the Purchasing Card, please invite Misty McCormick, purchasing card coordinator, to give you an overview of the program. You may reach Misty McCormick via email at sandberm@u.arizona.edu or by phone at 621-3288. You'll be glad you did!

Tips Of The Month

Frequently Asked Questions FRS Screen Pending Info.

- Which buyer is handling my dPR? 29B (requisition status)
- To what document number has my dPR been transferred? 29B (requisition status)

- On what screen do I put a notepad? 22N (notepad)
- Has my dPR been trailered? 29W (route tracking)
- Who needs to approve my dPR? 29S (signature status)
- What is the status of my dPR?
 - Pending dPR 29P (pending list)
 - Ready dPR 29R (ready list)
 - Query all dPRs 29Q (query)
 - Funding 29E (funding summary)

dPR Types

- CK If you are requesting a Purchase Order with Check (Also called pre-paid purchase order PPO).
- CH If you are requesting a Change Order to an existing Purchase Order (PO).
- ON If you are requesting ongoing Purchase Orders such as: Blanket Order, Maintenance Order, Leases, Sub Contracts, Unencumbered PO's, or any other Purchase Order that has a long life.
- PR If your requisition is not for any of the purposes listed above.

These rules apply in general. If you have a situation that varies from the above description, please call the FRS OLR Help-Line, 626-4000.

A very helpful web site has been designed with frequently asked questions at <http://fso.arizona.edu/fso/faq/>.

Purchase Order – Encumbrance Cancellations

To cancel or disencumber purchasing documents that appear on your account and are no longer valid, please make a copy of FRS Screen 20 or 21 on which you identify the document(s) to be removed. Write a short note of explanation, print your name, date, and telephone number on the copy, mail via Campus Mail/U.S. Mail.

Procurement & Contracting Services
Purchasing Department
University Services Annex (USA)
Bldg. 300A, 5th Floor
Tucson, Arizona 85721
Or
Fax: (520) 621-5179

If you have any questions or concerns, please call our FRS OLR Help-Line at 626-4000.

Sales Tax Exemption

The article in the March/April 2003 *Tips* was incomplete and contained the wrong Arizona Revised Statute number. The correct number is ARS §42-5061(B)(14). Not all departments can qualify for this sales tax exemption. The statute allows the exemption for purchases of machinery and equipment used in research, “in the sciences and engineering” but expressly excludes the exemption for, “research in social sciences or psychology, computer software research that is not included in the definition of research and development, or other non-technological activities or technical services.” Further, purchases of computers rarely qualify for sales tax exemption under this statute. Please refer to the previous article for the procedures to follow when claiming a tax exemption request on a purchase.

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

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 Georgette 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 Georgette Tesi indicating old address as it now appears on the mailing label and your new address. Georgette's mailing address is:

Printing & Graphic Services

Attn: Georgette Tesi

Room 102, West Stadium

Surplus Property

Office Auctions !

Public Auctions at 21st & Warren Warehouse

Dates: Every other Tuesday:

- May 20
- June 3
- June 17

Time: Doors open at 9:00 a.m.

- Auction starts at 9:30 a.m.
- Auction Preview on Mondays prior to sale dates from 7:30 a.m. to 4:00 p.m.

For Departmental Purchase:

- | | |
|--|---------------|
| • File Cabinets – 2, 4 and 5 drawer | \$55 to \$150 |
| • Bookcases – 2 shelf, 5 foot, 7 foot | \$50 to \$125 |
| • File Cabinet – lateral brown, 5 drawer | \$150 |
| • Shelving – open | \$50/unit |
| • Round Folding Tables | \$100 |
| • Chairs – various colors/styles | \$15 to \$75 |

Much More !

Departmental personnel are welcome to visit the Surplus Property warehouse anytime, Monday thru Friday from 7:30 a.m. to 4:00 p.m. An account number is all that is needed for authorized departmental purchases.

The University of Arizona Surplus Property Office

1145 S. Warren

(520) 621-1754

W3.arizona.edu/~pacs/pacs_home.html

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.
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.
Tuesday, July 01, 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).

If you have any questions, please contact Lucy Soriano, Supervisor/Operations Coordinator at 621-7631.

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.
-----------------------	--

If you have questions, please contact Patty Taylor, E-Purchasing Manager at 621-3870, or Misty McCormick, Purchasing Card Coordinator at 621-3288.

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.
-----------------------	--

If you have any questions, please contact Neil Schooling, Supervisor Stores Accounting Section at 621-7315.

Central Receiving Year-End Calendar

Wednesday, July 16, 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

If you have any questions, please contact Fred Martinez, Material Handling Supervisor at 621-3890.

Stores Blanket Vendor

Additions May / June 2003

Vendor Name	Vendor Address	Phone #	PO #	Commodity
Arizona Research & Manufacturing	2210 E. Ganley Rd.	294-8291	958173	Machine parts to engineering specifications, certified welding
Computer Trouble Shooters of Tucson	Tucson	326-2300	958174	On-site computer repair, diagnostics, and maintenance
Janco Copiers & Service	7850 N. Silverbell Rd., Ste. 114-117	275-4742	958175	Copiers, printers, fax machine sales and service
Mantek	Tucson	206-387-8330	958172	Janitorial supplies, absorbents
Porter Sound	4585 E. Speedway, #107	325-5935	958171	Sound recording services, original music

Changes May / June 2003

Vendor Name	Change made to Vendor
Able Distributing	No longer a Stores vendor
AFECT Inc.	No longer a Stores vendor
Allegiance	Name change: Cardinal Health PO #954951
Arizona Rosewood	No longer a Stores vendor
Discount Computer Supply	No longer a Stores vendor
Enerdyne Battery	No longer a Stores vendor
Exide Corporation	No longer a Stores vendor
Fluid Aire Inc.	No longer a Stores vendor
Hotchkiss Elevator	No longer a Stores vendor
I-Mag	No longer a Stores vendor
Instrument Development	No longer a Stores vendor
Insty Prints	No longer a Stores vendor
International Medical Equipment	No longer a Stores vendor
MCSI/Minnesota Western	No longer a Stores vendor
Muller Music Center	No longer a Stores vendor
Paramount Press	No longer a Stores vendor
Pro Orthopedic Devices	No longer a Stores vendor
Racquet Shack	No longer a Stores vendor
Red Horse Graphics	No longer a Stores vendor
Sensilla	No longer a Stores vendor
SR Science	Name change: ESP Chemicals PO #958001
Tepimo Inc.	No longer a Stores vendor
Thomas Promotions	No longer a Stores vendor
VCR Doctor	No longer a Stores vendor
Wyle Electronics	No longer a Stores vendor
Xpedx	No longer a Stores vendor

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
<hr/>		
dPR Attachments - "Only"	626-8008	-
<hr/>		
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.

★ **Memorial Day**

Monday, May 26th, 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

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

BUSINESS OFFICE

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

SYSTEM OPERATIONS

FRS-OLR HELP-LINE (626-4000)

dPR Attachments: FAX # 626-8008

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

SUPPLIER DIVERSITY PROGRAM

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

INFORMATION TECHNOLOGY

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

CONTRACTING

Irma Alvarado-Sipp	Contracts Adm./Team Ldr	621-0779	621-9847	alvaradi@u.arizona.edu
<i>Ernette Leslie</i>	<i>Administrative Associate</i>	626-3919	621-9847	eclleslie@u.arizona.edu
<i>Dawn Butz</i>	<i>Buyer</i>	621-3514	621-9847	dbutz@u.arizona.edu

BUYING TEAM 1 / CONTRACT PURCHASING

Gary Sapp	Manager of Purchasing	621-1721	626-0042	gsapp@u.arizona.edu
<i>Ted Nasser, C.P.M.</i>	<i>Buyer Sr./Coordinator</i>	621-5449	621-5179	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	fiebigger@u.arizona.edu
Rob McMullen, C.P.M.	Buyer Sr.	621-3067	621-5179	rmcmulle@u.arizona.edu
Judy Auwerter, C.P.M.	Buyer Sr.	621-3097	621-5179	auwerter@u.arizona.edu

AHSC OFFICE

<i>Sue Lockwood</i>	<i>Buyer Sr./Coordinator</i>	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.	621-3870	621-5179	ptaylor@u.arizona.edu
<i>Neil Schooling</i>	<i>Stores Accounting Supervisor</i>	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
<i>Denise Puella</i>	<i>Buyer Associate/Coordinator</i>	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	