

Tips

THE UNIVERSITY OF ARIZONA[®] PROCUREMENT AND CONTRACTING SERVICES

CONTRACTING / PRINTING & GRAPHIC SERVICES / PURCHASING / RECEIVING
SMALL BUSINESS SUPPLIER DIVERSITY / STORES / SURPLUS PROPERTY

NOVEMBER / DECEMBER 2003 VOLUME 194

Letter From The Director

Dear Colleague,

During my career, I have been privileged to work for a number of fine institutions, but I must say that none provides an environment as conducive to excellence as the University of Arizona. Over the past six months, I have had the privilege of working with a group that represents every area of the University including research, academic, administrative, development, auxiliaries, and students. This group has diligently been working to identify a strategic partner in the area of wireless communications. Each interest area has brought a unique and valuable perspective to the process. We are nearing completion of the selection and should be able to announce the successful company by the end of the calendar year.

Through this process, it has become very apparent that there is a common theme resonating throughout this community—a willingness and even an excitement in finding new and innovative solutions, a zeal for excellence, and a desire to be first and best in whatever challenges we undertake. It is a privilege and an honor to work with so many people that share a common desire for excellence.

Consistent with the zeal for excellence among members of the University community at large, I want to mention just a few of the members of my staff who continually strive for excellence. This list of indi-

viduals is not exclusive, yet it represents the overwhelming attitude of PACS employees working hard every day to make this department and the University better.



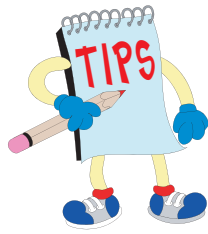
Oscar Jaramillo works in Surplus Property. He is always positive and progressive. He recently completed a certification for auctioning. You can find him conducting auctions every Tuesday at Surplus Property. His efforts, along with the rest of the staff, have increased revenue from surplus property up to 35% in the last year.

John Warren is our Warehouse Manager. He has worked for the University for 25 years and is responsible for seeing that the goods you purchase are received and delivered in a timely manner. He continually strives to find ways to improve the methods used in this important area of PACS.

Dan Chandler works in Central Receiving. He is a materials handler. He is always at work doing his job in an effective manner. Though he is a quiet man, his actions are anything but.

Continued on P. 2

**Inside:
PACS to close early
Friday, November 7th**



Tips of the Month!

METHODS OF ENCUMBRANCE CANCELLATIONS

To cancel or disencumber purchasing documents that appear on your account and are no longer valid, please follow these procedures:

1. If the Purchase Order is **Sub-Contract, Lease, or Long Term PO**: A dPR for a Change Order against the Purchase Order must be done to release the encumbrance. *
 2. For all Purchase Orders (regardless of the type) that are **less than six months old and no invoicing has or will take place**: A dPR for a Change Order against the Purchase Order must be done to release the encumbrance. *
- * If multiple accounts are involved, please specify those you want to disencumber. If the Purchase Order is no longer needed and needs to be closed, please state **"PO completed."**

For all Purchase Orders that do not fit the criteria of **items #1 and #2 above** and no activity has taken place for the past six months, Accounts Payable has paid the final invoice(s), and you are certain that no further invoicing will take place:

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 documenting that you are requesting purchasing to disencumber an amount or cancel and close the PO. Print your name, date, and telephone number on the copy and mail via Campus Mail, U.S. Mail or Fax to:

Procurement & Contracting Services
Purchasing Department
University Services Annex (USA)
Building 300A, 5th Floor
Tucson, Arizona 85721

Fax: (520) 621-5179

If you have any questions or concerns, please contact Lucy Soriano, Operations Coordinator @ 621-7631.

Letter from the Director Continued from P. 1...

Lucy DuVall works in E-Purchasing. She has long been a dedicated employee. She has worked in a variety of areas and currently works in paying the bills for the Stores Blanket Section. She is always ready to take on another assignment and help the department move forward.

Mike Hawley works in Medical Receiving. He began working at the University in 1981 in Surplus Property. He is always friendly and upbeat and works diligently to see that the medical center departments receive their goods in a timely manner.

Laura Pacuilla is in Purchasing Operations. When you reach our front desk, she is generally the friendly voice on the other end. She always smiles and deals with staff and customers in a friendly and positive way. She also confesses to be a major Rolling Stones fan.

Georgianne Tesi works in Printing and Graphics. She began working for the University in 1976. She works very hard to make sure that bulk mail is handled efficiently and that your projects are sent in a timely fashion.

These people represent only a very few members of a staff dedicated to serving the University to make it a world-class institution.

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

Enjoy the Holiday Season!

Sincerely,

Stephen G. Mack, C.P.M.

Director

Stores Blanket Vendors

Additions: November / December 2003

Vendor Name	Vendor Address	Phone #	PO #	Commodity
Fourth Avenue Service Station	802 N. 4 th Ave.	882-8095	958187	Complete auto and truck repair
Selig Industries	Tucson	370-7429	958188	Maintenance and janitorial products and equipment

Changes: November / December 2003

Vendor Name	Change made to Vendor
ATC Office Systems	New name: I Systems (PO #955926)
Arizona Printer Services	New address: 7349 E. Broadway
Circuit Engineering	No longer a Stores vendor
Janco Copiers	New phone number: 940-5773
Oracle True Value	No longer a Stores vendor
Tile West	No longer a Stores vendor

THE PURCHASING CARD POLICY RESTRICTION FOR AIRLINE TICKETS HAS BEEN LIFTED!

The current restriction, which electronically blocks airline purchases on the PCard, will continue to be blocked unless requested by the department to be opened. Each PCard can be coded as a 'PCard with airline access' or a 'PCard without airline access.' Please note that the lifted restriction pertains to UA employees on travel status and does not apply to non-University persons traveling on behalf of the University.

More fun things to do with your PCard... In case you didn't already know, the PCard can be used for those hard-to-purchase items such as magazine subscriptions, professional memberships, professional dues, and conference registration fees. Save your department processing time and yourself wait time by getting immediate results with the PCard!

If you have any questions, please contact Misty McCormick at 621-3288 or sandberm@u.arizona.edu; or Meghan Thein at 621-3099 or mthein@email.arizona.edu.

Thank you!

**PACS CLOSING EARLY
FRIDAY, NOVEMBER 7**

On the afternoon of Friday, November 7, all PACS areas (Campus Purchasing, AHSC Purchasing, Contracting, Printing and Graphics, Stores, Marketing, and all Warehouse Operations) will close at 2:30 p.m. As part of our University Employee Recognition activities, we will be celebrating the past year's accomplishments and years of service with our staff.

STORES BIOLOGICAL SUPPLY PROGRAM OFFERS SUBSTANTIAL SAVINGS AND ADVANTAGES

Procurement would like to remind University staff in all related fields of research of the significant cost savings and advantageous options this program offers! These options include **Stores On-Campus Inventory with Same-Day Delivery, Special Non-Stock Orders, Fermentas 24 Hour/7 Day Vending Freezers and On-line Primer Ordering.**

Stores On-Campus Biological Inventory

- These suppliers include **Bio-Rad, Clontech, Eppendorf, Fermentas, Gradipore, New England Biolabs (NEB), Promega, Qiagen, Roche, Sigma, and Stratagene.**
- We **deliver** these items **four times daily** to all campus locations, including the Cancer Center and nearby AHSC locales **from our on-campus extensive inventory.**
- **To order, go to the Stores web-site** at http://w3.arizona.edu/~pacs/pacs_home.html and click on to **Stores, "SOLO" (Supplies On Line Ordering).** You can also fax a Stores Merchandise Order Form to **621-3533, Attn: Steven Ravicchio.**

Special Non-Stock Biological Ordering

- **Clontech, Eppendorf, Fermentas, New England Biolabs (NEB), Promega, Qiagen, Roche, and Stratagene** offer catalog items not carried in Stores inventory.
- These biological suppliers allow you to place "**Special Non-Stock Orders**" through Stores with "**FREE**" **shipping, handling, hazardous, container, other miscellaneous fees, and discounted pricing!** (Note: For most direct orders fees are charged to you.)
- No Purchase Order needed. Simply fill out a Stores Merchandise Order Form with the appropriate supplier's catalog and account numbers and **fax to Stores at 621-3533, Attn: Steven Ravicchio.**
- We will take care of your order and deliver it directly to your bench.
- Please note: **Bio-Rad** and **Sigma** do not currently allow special orders through the program.
- **In addition, if you are frequently using a non-stock item, we will add it to the inventory for your convenience.**

Fermentas Biologicals 24/7 Vending Freezers

- **Fermentas** has -20°C vending freezers with enzymes, ladders, etc., on campus at three locations: **Bio-Sciences West Hallway Near Rm. 352; Marley Bldg. 1st Floor Common Equipment Room;** and the **Cancer Center, Salmon Bldg., 3rd Floor Common Equipment Room.**
- **Contact Steven Ravicchio at 621-7975** for an access card if you don't already have one! Again an account number and lab address are all you need.

On-Line Primer Ordering

- Order at the Stores web-site at http://w3.arizona.edu/~pacs/pacs_home.html and click on Stores and order from Oligos/Primers site.

Call John Bentley @ 626-7439 or Steven Ravicchio @ 621-7975 for further information.

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 Problems:

<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

New Way to Access Tips Newsletter

Tips can now be accessed online at the following website:
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 gtesi@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 your old address as it now appears on the mailing label and provide her with your new address. Georgeanne's mailing address is:

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

HAPPY
HOLIDAYS!

Procurement and Contracting Services

PURCHASING AND CONTRACTING TEAM DIRECTORY 2003-2004

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. <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	621-9513	621-6478	ketcham@u.arizona.edu
Cyndy Caccavale	Assistant Director	621-3857	621-9847	caccavac@u.arizona.edu
<i>Dottie Larson</i>	<i>Director of UA I.D. Program</i>	<i>621-1076</i>	<i>621-6478</i>	<i>dlarson@u.arizona.edu</i>

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	Supervisor/Ops. Coordinator	621-7631	621-5179	soriano@u.arizona.edu
<i>Gail Hanson</i>	<i>Office Automation Specialist Sr.</i>	<i>621-5701</i>	<i>621-5179</i>	<i>ghanson@u.arizona.edu</i>
<i>Jodie North</i>	<i>Office Specialist</i>	<i>626-4829</i>	<i>621-5179</i>	<i>jodie@email.arizona.edu</i>
<i>Laura Pacuilla</i>	<i>Office Specialist/front desk</i>	<i>621-1747</i>	<i>621-5179</i>	<i>llp@u.arizona.edu</i>
<i>Michelle Ortiz</i>	<i>Student Employee</i>	<i>621-1748</i>	<i>621-5179</i>	<i>miortiz@email.arizona.edu</i>

SUPPLIER DIVERSITY PROGRAM

Ernie Webster <i>Diane Newman</i>	Supplier Diversity Manager <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>Thomas Starling</i>	Spt. Sys. Anlyst. Sr/Team Ldr <i>Ofc. Automation Specialist Sr.</i>	626-3483 <i>621-9515</i>	626-5428 <i>621-6478</i>	henkeld@u.arizona.edu <i>starling@u.arizona.edu</i>
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CONTRACTING

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

Gary Sapp <i>Ted Nasser, C.P.M.</i>	Manager of Purchasing <i>Buyer Sr./Coordinator</i>	621-1721 <i>621-5449</i>	626-0042 <i>621-5179</i>	gsapp@u.arizona.edu <i>enasser@u.arizona.edu</i>
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

AHSC OFFICE

<i>Sue Lockwood</i>	<i>Buyer Sr./Coordinator</i>	<i>626-5603</i>	<i>626-8459</i>	<i>slock@arizona.edu</i>
Dawn Butz	Buyer	626-6712	626-8459	dbutz@u.arizona.edu

BUYING TEAM 2 / E-PURCHASING

Patty Taylor	E-Purchasing Manager	621-3870	621-5179	ptaylor@u.arizona.edu
<i>Neil Schooling</i>	<i>E-Purchasing Project Manager</i>	<i>621-7315</i>	<i>621-1245</i>	<i>jnschool@u.arizona.edu</i>
Jeff Wilson	Program Coordinator	621-3097	621-5179	jrwilson@u.arizona.edu
K. Lynn Hosack	Accounting Assistant/Front Desk	621-7305	621-1245	klhosack@u.arizona.edu
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
Denise Puella	Buyer	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	

PURCHASING CARD PROGRAM

Misty McCormick	Purchasing Card Administrator	621-3288	621-1245	sandberm@u.arizona.edu
Meghan Thein	Purchasing Card Coordinator	621-3099	621-1245	mthein@email.arizona.edu

THE UNIVERSITY OF ARIZONA
WAREHOUSE OPERATIONS AND PRINTING & GRAPHICS SERVICES
TEAM DIRECTORY

PACS WEBSITE-http://w3.arizona.edu/~pacs/pacs_home.html

<u>NAME</u>	<u>TITLE</u>	<u>TELE#</u>	<u>FAX#</u>	<u>E-MAIL ADDRESS</u>
<i>Kirk Ketcham</i>	<i>Associate Director/Warehouse Oper.</i> <i>Associate Director/PPSS</i>	<i>621-3438</i>	<i>621-3533</i>	<i>ketcham@email.arizona.edu</i>
<i>John Warren</i>	<i>Warehouse Manager</i>	<i>621-5650</i>	<i>621-3533</i>	<i>warrenj@u.arizona.edu</i>
Herman Lopez	Program Coordinator	626-3564	621-3533	hglopez@u.arizona.edu

PRODUCTION TEAM

<i>Stewart Smith</i>	<i>Materials Supply Storekeeper</i>	<i>621-7975</i>	<i>621-3533</i>	
Steven Ravicchio	Materials Supply Storekeeper	621-7975	621-3439	ravicchs@email.arizona.edu
Bill Lemaux	Materials Supply Storekeeper	621-7975	621-3533	lemaux@u.arizona.edu
Cliff Tarlton	Materials Handler, Lead	621-7975	621-3533	ctarlton@u.arizona.edu
Tony Hartman	Materials Handler	621-7975	621-3533	
Donald Phifer	Custodian	621-7975	621-3533	

MARKETING TEAM

John Bentley, C.P.M.	Marketing Specialist Associate	626-7439	621-3439	bentleyj@u.arizona.edu
Todd Knoop	Marketing Specialist Associate	626-7439	621-3439	knoop@email.arizona.edu

DELIVERY TEAM

<i>Fred Martinez</i>	<i>Materials Handler, Supervisor</i>	<i>621-3890</i>	<i>621-3196</i>	<i>fredm@u.arizona.edu</i>
Tom Cota	Materials Handler	621-3877	621-3196	tcota@u.arizona.edu
Thomas Diday	Materials Handler	621-3877	621-3196	
James Lucas	Materials Handler	621-3877	621-3196	
Johnny Rodriguez	Materials Handler	621-3877	621-3196	
John Pernell	Materials Handler	621-3877	621-3196	

CENTRAL RECEIVING TEAM

Paul Tippet	Materials Handler, Lead	621-3877	621-3196	
Richard Torres	Materials Handler	621-3877	621-3196	rmtorres@u.arizona.edu
Dan Chandler	Materials Handler	621-3877	621-3196	chandler@u.arizona.edu
David Cadena	Office Specialist	621-3877	621-3196	dcadena@u.arizona.edu

AHSC RECEIVING TEAM

Mike Hawley	Materials Handler, Lead	626-4051	626-8459	mhawley@u.arizona.edu
Oscar Canez	Materials Handler	626-4051	626-8459	opc@u.arizona.edu

SURPLUS PROPERTY

Laurie Rodriguez	Office Supervisor	621-1754	798-0719	laurier@u.arizona.edu
Oscar Jaramillo	Property Control, Supervisor	621-1754	798-0719	jaramilo@u.arizona.edu
Dan Garcia	Materials Handler, Supervisor	621-1754	798-0719	
Roy Fallstrom	Materials Handler	621-1754	798-0719	royf@email.arizona.edu
Donald Barton	Materials Handler	621-1754	798-0719	
Reuben Beltran	Equipment Operator	621-1754	798-0719	
Cecilia Ortega	Office Specialist, Sr	621-1754	798-0719	cbortega@u.arizona.edu
Shalleen Garcia	Office Specialist	621-1754	798-0719	shalleen@email.arizona.edu

PRINTING & GRAPHIC SERVICES

CUSTOMER SERVICE TEAM

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Karen Campasano	Office Specialist, Sr	621-9514	621-6478	ksc1@email.arizona.edu
Pat Salinas	Office Specialist/front desk	621-2571	621-6478	salinasp@u.arizona.edu

MAILROOM TEAM

Georgianne Tesi	Postal Services Supervisor	621-9522	621-6478	gtesi@u.arizona.edu
Steven Myers	Printing & Reproduction Svc. Spec.	621-9522	621-6478	smyers@u.arizona.edu
Lourdes Ogden	Printing & Reproduction Svc. Clerk	621-9522	621-6478	
Olga Espinoza	Printing & Equipment Operator, Sr	621-9522	621-6478	
Esteban, Maldonado	Student Employee	621-9522	621-6478	

PRINTING SERVICES TEAM

Howie Zaslavsky	Printing & Repro. Svcs. Supvr.	621-9520	621-6478	hgz@u.arizona.edu
Fay Colmenero	Printing & Reproduction Svr. Spec.	621-8603	621-6478	
Al Contreras, Sr	Printing & Reproduction Svr. Spec.	621-8603	621-6478	
Frank Flores	Printing & Reproduction Svr. Spec.	621-8603	621-6478	
Bertha Morales	Printing Equipment Operator, Sr	621-8603	621-6478	
Jim Pothour	Printing Equipment Operator, Sr	621-8603	621-6478	
Edward Chadwick	Printing Equipment Operator	621-8603	621-6478	

GRAPHICS TEAM

Heather Sim	Graphic Designer	621-3858	621-6478	hrsim@u.arizona.edu
Todd Barlow	Graphic Designer	621-9518	621-6478	barlowt@u.arizona.edu

THE UNIVERSITY OF ARIZONA
WAREHOUSE OPERATIONS AND PRINTING & GRAPHICS SERVICES
TEAM DIRECTORY

PACS WEBSITE-http://w3.arizona.edu/~pacs/pacs_home.html

<u>NAME</u>	<u>TITLE</u>	<u>TELE#</u>	<u>FAX#</u>	<u>E-MAIL ADDRESS</u>
<i>Kirk Ketcham</i>	<i>Associate Director/Warehouse Oper.</i> <i>Associate Director/PPSS</i>	<i>621-3438</i>	<i>621-3533</i>	<i>ketcham@email.arizona.edu</i>
<i>John Warren</i>	<i>Warehouse Manager</i>	<i>621-5650</i>	<i>621-3533</i>	<i>warrenj@u.arizona.edu</i>
Herman Lopez	Program Coordinator	626-3564	621-3533	hglopez@u.arizona.edu

PRODUCTION TEAM

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Tony Hartman	Materials Handler	621-7975	621-3533	
Donald Phifer	Custodian	621-7975	621-3533	

MARKETING TEAM

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Todd Knoop	Marketing Specialist Associate	626-7439	621-3439	knoop@email.arizona.edu

DELIVERY TEAM

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Johnny Rodriguez	Materials Handler	621-3877	621-3196	
John Pernel	Materials Handler	621-3877	621-3196	

CENTRAL RECEIVING TEAM

Paul Tippet	Materials Handler, Lead	621-3877	621-3196	
Richard Torres	Materials Handler	621-3877	621-3196	rmtorres@u.arizona.edu
Dan Chandler	Materials Handler	621-3877	621-3196	chandler@u.arizona.edu
David Cadena	Office Specialist	621-3877	621-3196	dcadena@u.arizona.edu

AHSC RECEIVING TEAM

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PRINTING & GRAPHIC SERVICES

CUSTOMER SERVICE TEAM

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MAILROOM TEAM

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PRINTING SERVICES TEAM

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Frank Flores	Printing & Reproduction Svr. Spec.	621-8603	621-6478	
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GRAPHICS TEAM

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