



University of Arizona

Procurement and Contracting Services

Contracting/Printing & Graphic Services/Purchasing/Receiving/  
Small Business Supplier Diversity Program/Stores/Surplus Property

# PACS On-Line Newsletter

## Message from the Director

Stephen G. Mack, C.P.M.



Through the past few months it has been intriguing to see the evolution and acceptance of the University's strategic alliances. Through participation in numerous conversations with various groups and by watching and listening to the conversations occurring around The University, I have observed two distinct attitudes demonstrated by individuals when dealing with the alliances.

The first attitude is expressed by those who are constructively critical. For me, this is demonstrated by a distinct attitude that respects the value of the alliances, yet understands that without clear and frank dialogues, regarding how the alliances need to improve and flex, we can't achieve the maximum value available.

The other attitude is expressed by the very few, who are resistant to change and negatively focus on ways they can criticize and fracture the alliances, with no thought to improving them.

It is clear that these alliances offer a unique opportunity to The University of Arizona to create synergistic relationships with important suppliers. When you look at the overall value offered through these relationships, it is obvious that we are moving in a positive direction. However, as with any innovation, this progress has not been without some pain and challenge, as both sides attempt to change the way they view and relate to each other.

I extend my sincere appreciation to those who have actively engaged in understanding these partnerships and are helping us to improve the service the provided by them. I know that change is difficult and challenging, but the result is well worth all of our positive, collaborative efforts. The University is experiencing substantial savings in what we spend on the commodities, and is receiving value in both service and support that is extremely significant. Two noteworthy examples of the support that these alliances are providing are the more than \$57,000 awarded to UA programs as part of the Gateway Strategic Alliance and the approximately \$88,000 awarded to recipients as part of the Alltel Strategic Alliance. I want to extend congratulations to all the recipients of these awards. If you would like to learn more about this exciting aspect the alliance program, please visit: <http://www.ltc.arizona.edu/uaadvancement> for information about Gateway grants and <http://dos.web.arizona.edu> for information about Alltel Grants.

Along with rest of the staff at Procurement & Contracting Services, I wish you all a joyous holiday season, and looking forward to the New Year, I am both enthusiastic and confident we will continually improve our service to The University Community through our ongoing efforts to move supply chain management forward. As always, if I can assist you in anyway, please feel free to contact me by phone at 621-5827 or by email at [macks@u.arizona.edu](mailto:macks@u.arizona.edu).



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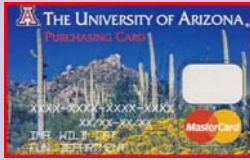
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# Happy Holidays



## P-Card Program

### PaymentNet Mapper Revision



On November 7, 2005, the process by which PCard transactions post to FRS was revised as a result of suggestions from campus users of our PaymentNet software.

Previously, PaymentNet users had 8 business days to reconcile and approve PCard transactions. The updated system will allow users 10 business days to reconcile and approve PCard transactions. This longer reconciliation period should assist departments needing additional time for obtaining receipts from cardholders and merchants.

Previously, PaymentNet held all transactions for posting for the entire 8 business days, regardless of approval status. With this enhanced version, once the approver checks the 'approver review' box, the transaction is processed the next business day and posted to FRS the subsequent business day. If no approval is obtained, transactions will upload to FRS after the 10 business days. Allowing approvers to determine the date transactions feed into FRS should assist departments that need expense transactions to post to their accounts more quickly. This will also help clear approved transactions from the 'all transactions' screen for departments that maintain multiple pages.

**Example of new 10 day review period:** A transaction post dated 10/26/05 would be available for reconciliation and approval review through 11/8/05; processed on 11/9/05 and posted to FRS 11/10/05.

**Example of new approval upload:** A transaction clicked 'approver review' on 11/14/05 would be processed on 11/15/05 and posted to FRS 11/16/05.

Thank you for your input, which helps us continue to make improvements to the P-Card Program.

#### Team P-Card

*For additional information contact Misty McCormick, Purchasing Card Administrator at 621-3288 (phone), 621-1245 (fax) or sandberm@u.arizona.edu*

## PROCUREMENT AND CONTRACTING SERVICES (PACS) REFERENCE GUIDE

	Telephone	Fax
Purchasing Office	621-1747	621-5179
Contracting Office	621-3919	621-9847
Stores Accounting Customer Service	621-7305	621-1245
Purchasing Card Program	621-3288	621-1245
Supplier Diversity Program	621-2888	621-9847
Arizona Buyways E-Commerce Helpline	621-8979	
FRS dPR/OLR Helpline	626-4000	
OLR/dPR Attachments "Only" Fax No. Stores (Warehouse Operations)		626-8008
Customer Service Line	621-7975	621-3533
AHSC Receiving	626-4051	626-8459
Central Receiving	621-3877	621-3196
Printing & Graphic Services: <a href="http://w3.arizona.edu/~pacs/printinggraphics/home.html">http://w3.arizona.edu/~pacs/printinggraphics/home.html</a>	621-2571	621-6478
Surplus Property	621-1754	798-0719
PACS Home Page Address: <a href="http://pacs.web.arizona.edu/~pacs/pacs_home.html">http://pacs.web.arizona.edu/~pacs/pacs_home.html</a>		
Purchasing Policy Manual: <a href="http://w3.arizona.edu/~pacs/purch/manual/manbeg.html">http://w3.arizona.edu/~pacs/purch/manual/manbeg.html</a>		
Credit Card Programs: <a href="http://w3.arizona.edu/~pacs/purch/home.html">http://w3.arizona.edu/~pacs/purch/home.html</a>		



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

## Change to Submitting Sole Source Justifications

Due to a recent audit, we are now requiring sole source justifications for requisitions over \$5,000 to be signed by the Principal Investigator (PI) or the end user. This justification can be in the form of an e-mail or a notepad to the requisition, and must be from the PI or end user, not a member of the administrative staff, such as an assistant, secretary, etc.

### What Constitutes a Valid Sole Source Justification?

The simple answer is: It must contain the facts that show there is only one source of supply for your purchase requirement. If your requirement is available from more than one source, it is **not** considered a sole source.

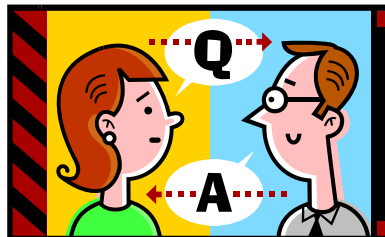
### The PI or the End User Must Furnish the Following Information:

1. State the **specific** features or performance specifications that are **essential or required**. Exterior/interior size or dimensions are **only** acceptable as justification if the space available is critical. Please note: sole source justifications, written by the vendor/manufacturer, **are not acceptable**. Only justifications written by the PI or end user are acceptable.
2. The PI or end user must specify: the name of vendors who can furnish similar products and which of these vendors were contacted, along with a description of the **essential requirement(s)** that they **can't** furnish.
3. If you're requirements involve purchasing a commodity that **must** be compatible with **existing** equipment and is available from only **one** source of supply, the end user must specifically explain this in the email or notepad and furnish the previous purchase order number(s) for the existing equipment.
4. A written quote must be furnished, which indicates what discount(s) the University is receiving. If the discount amount or percentage is not given on the quote, the buyer may need to contact the vendor for that information in order to complete a price analysis. All purchases over \$25,000 require a price analysis, and if Federal contract money is involved, vendors must also complete one or more certification forms, which are supplied by the buyer. These requirements must be satisfied prior to a purchase order being issued.

Please remember that what the PI or end user would like to have doesn't constitute adequate justification for a sole source. A PI's or end user's preference for one vendor or product following market studies, quotations, demonstrations / testing, does **not** constitute a sole source.

### Bidding and Proposals:

Purchases over \$5,000 are subject to competitive bidding. If the purchase is over \$35,000, **Purchasing must** send out a formal sealed RFP (Request for Proposals) or an RFB (Request for Bids) if the commodity can be supplied by more than one source. This is an Arizona Board of Regents requirement with which we must comply, **regardless** if the end user has already obtained quotes on his/her own.



**Please contact your buyer if you have further questions concerning sole sourcing.**

## Methods of Encumbrance Cancellations

To cancel or disencumber purchasing documents that appear on your account, but are no longer valid, please follow the procedures below that are appropriate for your encumbrance

### Type A

1. Purchase Orders involving a **Sub-Contract, Lease, or Long Term PO**: A DPR for a Change Order against the Purchase Order must be processed to release the encumbrance. \*
2. All Purchase Orders (regardless of the type) for which **NO invoicing has or will take place**: A DPR for a Change Order against the Purchase Order must be processed 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 should be closed, please state **“PO completed.”**

### Type B

If a Purchase Order does not fit the criteria of Type A, the **following conditions must be satisfied prior to cancellation**:

1. No activity has taken place on the PO for the past six months.
2. Accounts Payable has paid the final invoice(s) against the PO.
3. You are certain that no further invoicing will take place.

Once you have determined these conditions have been met, please follow the procedures below: to disencumber/cancel the PO:

- Make a **copy of FRS Screen 20 or 21** and identify the document(s) to be removed on this copy.
- Write a short note of explanation (*examples: PO completed no longer needed; old Purchase Order, no invoicing will take place; Expired or replaced by xxxxx, etc.*) and request purchasing to disencumber an amount or cancel and close the PO.
- Print your name, date, and telephone number on the copy and mail to purchasing via **Campus** or **U.S. Mail**. Copies may also be faxed to (520) 621-5179.

#### Campus Mail:

Procurement and Contracting Services  
Purchasing Department  
University Services Annex (USA), Bldg. 300A, 5<sup>th</sup> Floor)  
Tucson, Arizona 85721

#### US Mail:

Purchasing Department  
220 W. 6<sup>th</sup> Street Bldg. 300A 5<sup>th</sup> Floor  
Tucson, Arizona 85701

*If you have any questions or concerns, please contact Lucy Soriano @ 621-7631 or Jodie North @ 626-4000(OLR help-line).*

## Stores Blanket Vendor Additions November/December 2005

Vendor Name	Address	Phone #	Vendor #	Commodity Description
Artistry in Glass	3423 E. Grant	320-0104	958216	Glass and crystal swars, trophies, plaques, art glass windows, repair and restorations of art glass
Ephibian	6021 E. Grant	917-4747	958215	Information technology, software development
Microscope Works	132 N. Elser Dr.	546-4986	958214	Microscope service, repairs, maintenance and peripheral devices
Tucson Fluid Power	3502 E. Golf Links	322-8980	958213	Fluid power—hydraulic and air components, valves, pumps, motors, cylinders, filters, regulators, lubricators, tubing, hoses and fittings.

## Procurement and Contracting Services Staff Directory 2005-2006

**PURCHASING AND CONTRACTING**  
[http://web.arizona.edu/~pacs/pacs\\_home.html](http://web.arizona.edu/~pacs/pacs_home.html)  
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### **SYSTEM OPERATIONS**

FRS-OLR/dPR HELPLINE: 626-4000

OLR/dPR ATTACHMENTS "ONLY" FAX No.: 626-8008  
 ARIZONA BUYWAYS E-COMMERCE HELPLINE: 626-8979

<b>Lucy Soriano</b>	<b>Supervisor/Ops. Coordinator</b>	<b>621-7631</b>	<b>621-5179</b>	<a href="mailto:soriano@u.arizona.edu">soriano@u.arizona.edu</a>
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### **SUPPLIER DIVERSITY PROGRAM**

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### **INFORMATION TECHNOLOGY**

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### **CONTRACTING**

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Zoila Vasquez	Accounting Assistant Sr.	621-3925	621-1245	<a href="mailto:vasquezz@email.arizona.edu">vasquezz@email.arizona.edu</a>
Lucy DuVall	E-Purchasing Coordinator	626-8816	621-1245	<a href="mailto:lduvall@u.arizona.edu">lduvall@u.arizona.edu</a>
Denise Puella	Buyer	621-3871	626-7127	<a href="mailto:denisep@u.arizona.edu">denisep@u.arizona.edu</a>
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<b>21<sup>st</sup> Street &amp; Warren, Bldg 458, PO Box 210458</b>				
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Rene Romero	Materials Handler	621-3877	621-3196	

<u>NAME</u>	<u>TITLE</u>	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL</u>
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**CENTRAL RECEIVING/AHSC RECEIVING & DELIVERY (cont.)**

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**DELIVERY**

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**SURPLUS PROPERTY**

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**PRINTING & GRAPHICS SERVICES**  
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