



University of Arizona
Procurement and Contracting Services
 Contracting/Printing & Graphic Services/Purchasing/Receiving/
 Small Business Supplier Diversity Program/Stores/Surplus Property

Tips On-Line Newsletter



Letter from the Director Stephen G. Mack, C.P.M.

The beginning of a new academic year is always an exciting time. As students return to campus, bringing with them their hopes, dreams and enthusiasm, the university community is infused with energy and a revitalized sense of purpose. New opportunities, fresh beginnings and chances to refine past performance provide substantial incentive to renew efforts in support of the University's mission.

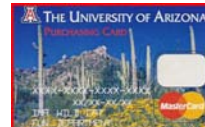
We have had another year of substantive change and new programs. I appreciate the considerable energy and effort extended by many in the community, assisting PACS with valuable input as we rolled out new alliances and programs. As with any new program, there is only so much for which we can realistically predict and plan. There are always unforeseen issues that arise, which require modifications to accommodate.

To the many individuals, who have helped us identify these issues and are constructively working with us to make adjustments and improvements, I thank you. It is only through constructive feedback that we can identify the areas where modification needs to occur. As our new programs become mature and refined, they will improve in quality and extend their ability to provide effective service.

A special thanks to our P-Card team for putting on an incredibly successful P-Card Summer School last month. Well over 250 individuals participated in this one day conference, which included many informative general and breakout sessions. Attendees gained a better understanding of the university-wide P-Card Program and how to most effectively manage their individual department programs. I am very optimistic that this program will continue to grow in size and value as we progress.

I would also like to announce the hiring of a new Administrative Associate here in PACS. Tomoe Lombard has accepted the position vacated by Lynn Geyer, who retired last month after more than 20 years of service in PACS. Tomoe comes to us from the Psychology Department, so she has rich experience with University business operations, which will be invaluable as she moves forward.

As this new academic year unfolds, may you all find success in meeting and exceeding your program goals. We continue to stand ready to serve you with your supply and contracting needs. Please feel free to contact me if I can be of assistance.



PHISHING SCAMS: How to Protect Your P-Card

Phishing is a term coined by hackers who imitate legitimate companies to entice people to share credit card information. Phishing can occur as an email or as a 'cold call' from a seemingly legitimate company requesting information about your credit card.

- Never give out credit card information on an email or phone call you did not initiate.
- If you receive an unexpected email saying your account with a company will be shut down unless you respond, do not reply to the email or click any links in the email body.
- If you are uncertain about the legitimacy of a vendor call/email, contact the company through an address or telephone number you know to be genuine.

Tips for Cardholders:

- Review statements each month; be aware that those perpetrating fraud often begin with one small transaction
- Keep phone numbers updated with Bank
- Sign your credit card (Visa) or write 'Check UofA Picture ID' on Department Cards (MasterCards)
- Keep credit card secure at all times
- Know where credit card is kept
- Be aware of when statements/new credit card should arrive
- Contact bank immediately if fraud charges occur
- If documents/receipts contain personal information and/or credit card number, shred before disposal

Spotlight on Small Business Supplier Diversity Program



Name: Twin Tygr Films
Address: 6742 W. Dublin Lane
Chandler, AZ 85226
Phone: (602) 385-9500
Business: Film Production
Contact: Ty Ng (Tygr@TwinTygr.com)

Using his unique talents as an actor and film and music producer, Ty Ng, President of Twin Tygr Films, is making the everyday workings of University of Arizona departments come to life in slick, colorful and informative videos.

His production company has definitely landed at the University having recently completed two videos, one for Procurement and Contracting Services, and the other for Parking and Transportation. These 15 to 20-minute videos deliver each department's specific message through the magic of film.

This type of presentation is rapidly overtaking traditional power point presentations and even live presentations because our changing society prefers to be entertained through visuals more than any other media.

In just three years, Ty Ng has already established an impressive client base including Dial Corporation, Austin Commercial, the City of Phoenix and several private and non-profit corporations.

"I'll look at the department and try to create a story about the work they do so the audience can become a part of it. I'll be able to present the department in a way that they cannot otherwise do with brochures, power point, etc..." Ty explains. The videos produced by Twin Tygr productions will hopefully become invaluable marketing tools, according to comments from staff in the two UA departments.

For more information about these videos or the cost efficiency of this product delivered by Tygr Productions, contact the staff of Procurement and Contracting Services and Transportation.

To learn more about other services offered by Twin Tygr Films, call Ty Ng at 602-385-9500.

Name: Continental Laboratory Products, Inc.
Address: 6190 Cornerstone East, Suite 220,
San Diego, CA 92121
Phone: (888) 456-7741 ext. 215
Business: Manufacturer of Molecular Biology
Products and Laboratory Storage Products
Contact: Jessica Ciesla (jciesla@CLPDirect.com)

Continental Lab Products (CLP) wants to be your first choice for purchasing molecular biology products, and company officials claim they will present University of Arizona Departments with the most innovative and cost-effective research storage products in the industry.

The company has been doing business with UA since 1995 and is currently selling to all research departments on campus. "We manufacture and market factory direct complete lines of bench-top instrumentation; liquid-handling products; reagents for molecular biology; safety tools and products for laboratory storage," states a company spokesperson.

Not only does the company promise superior customer service, but adds that with strategically located worldwide distribution centers, they can usually guarantee deliveries within 48 to 72 hours. All UA departments also receive discounts from 20 to 50 per cent.

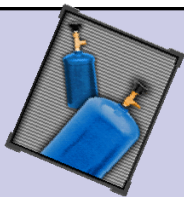
With an expanding product line, more availability through the UA Stores Blanket Program and Arizona Buyways, CLP officials maintain they will provide more variety and convenience for UA customers. Customized packages for laboratory procedures and supplies are also available.

To learn more about Continental Laboratory Products, call Jessica Ciesla at (888) 456-7741, extension 215.

For more information on these businesses or others, contact Ernie Webster, Manager, Small Business Supplier Diversity Program at 621-2888.

**UA STORES *Lower*
Gas Pricing?**

Yes **LOWER!** Check It Out!



On-line orders through Arizona Buyways at :
<https://solutions.sciquest.com/apps/Router/Login?OrgName=Arizona>
Arizona Buyways Info (including registration information): 626-8979

Stores Blanket Vendor Changes September/October 2005

<u>Catalog #</u>	<u>Type of Gas</u>	<u>Price</u>
0611 4636	Oxygen 200 CF	\$12.94
0611 4637	Oxygen medical grade 200 CF	\$14.91
0611 4570	Argon 200 CF	\$21.72
0611 4571	Argon UHP 200 CF	\$39.91
0611 4580	Carbon Dioxide 50LB	\$13.38
0611 4581	Siphon Carbon Dioxide 50LB	\$14.63
0611 4584	Air 200 CF	\$16.00
0611 4600	Helium 200 CF	\$39.56
0611 4601	Helium UHP 200 CF	\$59.46
0611 4610	Hydrogen 200 CF	\$17.57
0611 4620	Nitrogen 200 CF	\$12.66
0611 4621	Nitrogen UHP 200 CF	\$27.13
0611 4627	Liquid Nitrogen 160 Liter	\$50.15

75 cents Daily Dewar Rental

Next Day delivery and **Same Day** delivery for LN2

Free Delivery and Pick up

Highlights of Stores Gas Product Program

A total of 48 years experience providing gas products to the University.

Specialty Gas Vendors

We also order and deliver specialty cylinders from all local vendors, as well as several nationwide suppliers:

- Regulators for any type and/or size through several suppliers
- General assistance and information for all your gas cylinder needs

Ordering Information

Easy and convenient ordering by phone, fax or on-line (Arizona Buy Ways registration is required for on-line ordering).

Phone orders and general assistance call: 621-7975

Fax Merchandise Order Form to: 621-3533

Information required for phone/fax orders: authorized department account number, delivery address (building and room), contact person, phone number and an authorized signature.

<u>Vendor Name</u>	<u>Change Made to Vendor</u>
Bullock Custom Photography	No longer a Stores blanket vendor
Computer Trouble Shooters of Tucson	No longer a Stores blanket vendor
Craig Fine Arts	No longer a Stores blanket vendor
Desert Sky Technology	No longer a Stores blanket vendor
Fleet Pride	No longer a Stores blanket vendor
Fluid Connector Product	No longer a Stores blanket vendor
GCR Tire Centers	No longer a Stores blanket vendor
Hade Computer	No longer a Stores blanket vendor
Hill International	No longer a Stores blanket vendor
Medical Doctor Supply	No longer a Stores blanket vendor
Milligan's Auto Repair	No longer a Stores blanket vendor
Office Furniture Exchange	No longer a Stores blanket vendor
Ribbon Recyclers	No longer a Stores blanket vendor
Rothers Bookstore	No longer a Stores blanket vendor
Samgin Distributors	No longer a Stores blanket vendor
Tucson Earth Science Info Center	No longer a Stores blanket vendor
Woodcraft	No longer a Stores blanket vendor

Central/AHSC Receiving

UPS Shipments

Shipments of 150 pounds or less can be sent through UPS. All UPS shipments are based on business days; allow one business day for Central Receiving to pick up your shipment. To ship using UPS: 1) complete the UPS/Freight Shipping Form, which can be obtained from Central Receiving or completed on-line through eforms and 2) fax the form to Central Receiving at 621-3196. To ensure next day pick up of your package from your department, completed forms must be faxed to Central Receiving by 4:00pm. For same day processing, packages may be dropped off at Central Receiving.

Additional charges will be applied to your account for the following:

- Incorrect address and redelivery by UPS
- UPS service charge
- UPS adjustment charges, such as oversized package
- Customs fees

For questions regarding UPS shipping, contact Fred Martinez at 621-3890

Notification of Receipt of Merchandise

When ordering merchandise on a PO, please notify Accounts Payable in the FRS Notepad of the receipt of merchandise and provide the following information: PO#, Line#, Number of items received, Partial or Complete.

Surplus Property Office

The Surplus Property Office will be introducing a new software system that will automate the entire disposal process. Departments will be able to enter their disposal request and track the request all on-line. Specifically, this will allow departments to track the status of their pick-up; check if payment has been received on transfers to other agencies; and view their posted, special bid items. The on-line system will also permit the addition and deletion of authorized users by approved department personnel and the assignment of roles or permissions by the department administrator. Individual users will be able search for available surplus equipment and submit a want request if an item is not available. Once the Surplus Property Office receives an item that matches the request, an email notice will automatically be sent to the requester. This process will also streamline bidding on auction items. Pictures and descriptions of items up for bid will be displayed on the auction website and individuals will have the opportunity to bid prior to the auction, or in real-time, during the auction. The auction website is: <https://uaauctions.arizona.edu>

These are just some of the features that can be utilized by authorized personnel. We are very excited and eager to present the new system to campus departments. This new software is taking us from a 20+ year old system to a user friendly, interactive and up-to-date system and should up and ready for use in September.

Upcoming Auction Dates and Information

September 27, 2005
 October 11, 2005
 October 25, 2005

Auction doors Open at 8:00am and Auction begins at 8:30am
 Preview of items is on the Monday before the auction from 7:30am –4:00pm
 Preview Pictures: <https://uaauctions.arizona.edu/>

We're on the Web

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

Beginning with this issue, Tips will no longer be available as a paper copy. Please visit this website to view an on-line version. If you have questions or need assistance, call: Lucy Soriano at 621-7631 or Tomoe Lombard at 621-3062.

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: http://w3.arizona.edu/~pacs/printinggraphics/home.html	621-2571	621-6478
Surplus Property	621-1754	798-0719
PACS Home Page Address: http://pacs.web.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		



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