Purchasing 101
Get Purchasing Involved First!

- Contact the Buying Team
  - Tom Fiebiger – Purchasing Manager
  - Lila Sorensen – Buyer, Senior
  - Gloria Zimmerschied – Retired!
  - Denise Puella-Ruiz - Buyer
  - Celeste Kanzig – Buyer, Senior
  - Jeff Sembar – Buyer
  - Marcia Steiner – Buyer, Associate
  - Carlos Lopez – Office Specialist Senior
- Main Line: 621-1747
Processing Orders Under $5,000 “Small Dollar”

Ways to Process an Order:
- Requisition
- PCARD
- Arizona Buyways

Requirements for a Requisition:
- PCARD Justification
  - If you can use a PCARD that is the first option.
- Small Vendor Justification
Processing Orders Over $5,000 and under $100,000

Ways to Process:
- 3 Bids
- Sole Source
- Contracted Vendor (Cooperatives/State Contracts)
- Arizona Buyways - Must be Contracted Vendor
Back Up Documentation
Requirements between $5,000 and $100,000

• 3 Bids
• Sole Source
• Contracted Vendor
• Other Situational Requirements:
  • Icon
  • Insurance
  • Contract
  • Travel
  • Outside Professional Services/Consultants
3 Bids

- Must be “apples to apples”
- Attach Current Quotes
- Should go with the lowest vendor
- Can attach screen shots from websites showing pricing as a quote.

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th>AZ Glitter</th>
<th>Glitter - R - Us</th>
<th>Glitter Depot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line #</td>
<td>Quantity</td>
<td>Price</td>
<td>Price</td>
</tr>
<tr>
<td>Red Glitter</td>
<td>1 Ton</td>
<td>$5,650.00</td>
<td>$5,827.00</td>
</tr>
<tr>
<td>Blue Glitter</td>
<td>1 Ton</td>
<td>$5,650.00</td>
<td>$5,827.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$11,300.00</td>
<td>$11,654.00</td>
</tr>
</tbody>
</table>

Memorandum of Record

Glitter Depot did not have the requested colors of glitter available see attached email from vendor.
Quiz!

• True or False:

This 3 bid analysis would be acceptable:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Honda</th>
<th>Mercedes</th>
<th>Lexus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line #</td>
<td>Quantity</td>
<td>Price</td>
<td>Price</td>
</tr>
<tr>
<td>Sedan</td>
<td>1</td>
<td>$24,000.00</td>
<td>$52,000.00</td>
</tr>
</tbody>
</table>
Sole Source

• Attach a Sole Source Justification Form signed and written by the PI
• Attach a Quote
• Vendor must be the ONLY vendor who can provide a product or service
• Sole Source cannot be written by the vendor
• Typically takes a little longer because of audit requirements
Sole Source - Justifications

- Match existing
- Proprietary software, ingredients, parts for repair
- Maintain Warranty with original vendor
- Continuity of Research
- Only item that can integrate into current system
- Continuing Agreement or License
- Questions on Individual Situations? Call a buyer!
What does not constitute a sole source?

- Equipment
  - Available from other distributors
  - If other equipment can possibly perform the same function
  - This is the piece equipment used before at another University (unless it will skew the results on a research project)
- Good Customer Service
- Reliability
- Services
  - We have used this vendor/independent contractor before
  - Location preference (hotels, conferences, etc.)
  - Grounds were nicer
Quiz!

Which sole source would be acceptable in an audit?

• A – We have used vendor X for the past 10 years, they provide good customer service.
• B- Vendor X is the only vendor that provides the specific reagent used by our lab equipment. Although other vendors sell reagents a change at this point in our experiment would skew the results.
• C – Vendor X was chosen because they can provide all of the specifications required. They are a local vendor and can be on call. They also lowballed their quote to get into the market.
Contracted Vendors

For purchases from $.01 and beyond!

- State of Arizona
- Purchasing Cooperatives (National IPA, E&I, Novation)
- ASU/NAU (Tri-U)
- Mojave
- City of Tucson
- Pima
- Other Political Subdivisions
Contracted Vendors

- Where to go to find all this information?
- pacs.arizona.edu
AZ Buyways

- Vendors in the red section are vendors that are ok to process above $5,000 on Buyways.
- All orders exceeding $5,000 are reviewed by a buyer.
- Order below $5,000 are submitted automatically through the system and not seen by the buying team.
- If an order is sent through over $5,000 with a non-contracted vendor the buyer will have to cancel the order and regular requisition must be done through regular purchasing routes.
- Do not mix taxable and non-taxable items, your order will not process and be voided.

FY 2014-15 Validation Stickers are now available through Stores. The item number is 01002800.

UAACCESS FINANCIALS TIP OF THE MONTH:
Purchases over $5000 are allowed on Arizona BuyWays (Shop Catalogs) with the following vendors: Bio5, CDW-G, Dell, Fisher, GovConnection, Grainger, Graybar, HP, Insight, Life Technologies, Office Depot, OfficeMax, Staples, Stores, TIG, UA BookStores, VWR, and West Press.

PLEASE NOTE: Shipping costs may be added for BioExpress, Bio-Rad, Clontech, Crescent, Denville Scientific, eBioscience, EMD Millipore, Genesee, Graybar, IDT, Life Technologies (Invitrogen), Newegg, PerkinElmer, Qiagen, RPI Corp., Santa Cruz Biotechnology, Sehi, Sigma-Aldrich, and Swagelok orders. A $5 handling fee will be added to Sarstedt orders under $50.

24/7 IT Support Center: 626-8324
Arizona BuyWays Helpline: 626-8979

Coming Soon to Arizona BuyWays:
Roche Diagnostics
Target Commercial Interiors

Quick Links
Arizona BuyWays Return Form
Arizona BuyWays Training
Arizona BuyWays Web Page
Extremely Hazardous Chemicals
Other Situational Requirements

- Independent Contractor Form (ICON) – fully signed.
- Insurance – Required if work poses a risk to the University.
- Contract – Buyer will sign if associated with a requisition.
- Travel – Notes needed to approve Purchase Order.
- Outside Professional Services or Consultant Agreements.
- Relocation (Moves)
Contracts, who can sign them?

- Anyone with delegated contract authority from President Hart.
  - You will have a signed letter from President Hart indicating your signature authority limit.
- Do not sign anything with terms and conditions or other legal terms.
- When in doubt check with Purchasing!
  - If you sign a contract or quote with terms and conditions you could be personally liable unless you are signing with signature authority on behalf of the Arizona Board of Regents.

** If you are using a PCARD or using a DV contracting will sign your contract or agreement**
Special Procurement

- Hazardous Materials
  - Cannot use PCARD
- Radioactive Materials
  - Object Code 5240
  - Receiving Address
- Drug Purchases
  - Medical License
  - 222 Form
  - Delivery/Medical License Addresses must match
Requisition Guidelines

• Payment Approval
  • Checked: Payment request will route through approvals.
• Service or Quantity
• Taxable or Non-Taxable
  • Tax Exemption Statement
• Special/Delivery Instructions
• Vendor Contact Information
• Prepayment/Deposit Instructions and Approvals.
• Capital
Tax Exemption Statement

**RESEARCH AND DEVELOPMENT (EQUIPMENT PURCHASES)**

This purchase will be used for research and development purposes as that term is defined by ARS 42-5159(B)(14) and ARS 42-5061(B)(14). The exemption from sales tax pursuant to ARS 42-5061(B)(14) and from assessment of use tax under ARS 42-5159(B)(14) is authorized by [name of department individual authorizing exemption].

**CHEMICALS:**

This purchase will be used for research and development purposes as that term is defined by ARS 42-5159(A)(35) and ARS 42-5061(A)(39). The exemption from sales tax pursuant to ARS 42-5061(A)(39) and from assessment of use tax under ARS 42-5159(A) (35) is authorized by (add researchers name here)
Attachment Do’s and Don’ts

• Do!
  • Attach ANY backup
    • Quotes (make sure they are not expired), justifications, emails that shed light on the purchase, grant awards.

• Don’t!
  • Attach ICONS
  • Anything with a credit card number or social security number.
Contacts

• Capital – Mike Mitchell 621-8610
• CRS – Jennifer Brown 626-6676
• Buyways – Hotline 626-8979
• Contracting – Sarah Curley 626-3919
• Accounts Payable – Customer Service 621-9097
• Tax Compliance – Shawn Clodfelter 621-1957
• Faxes
  • Purchasing: 621-5179
  • Accounts Payable: 626-1243
• Website: pacs.arizona.edu
Final Quiz

- True/False: Professor X can sign the quote given to him by a vendor because it has his name listed on it.
- True/False: You can compare HP, Dell, and Lenovo computers in a 3 bid situation.
- True/False: You have one bid for $98,000 and two other bids over $100,000 you can process this as a 3 bid situation.
- True/False: You can sole source a vendor because you like their customer service.
- True/False: You should always attach the ICON form to the Edoc.
- True/False: You need two additional bids if a contracted vendor does not quote the items you are purchasing on contract or through a cooperative agreement.
Questions?