“How do we get that?”

Purchasing Methods Summary

PCard: University issued credit card system that allows purchasing through local vendors, the Internet, by mail, fax or phone. Requires authorized user setup and training. Note: Within guidelines, purchases may now be made through EBay and Pay Pal.

Office Depot: Accessed only via our University purchasing portal called Arizona BuyWays – for ordering certain office/lab materials and supplies. Many times, items are delivered the next business day. Requires authorized user setup and training.

Arizona BuyWays: This UA web-based ordering system allows authorized users to create purchase orders for selected vendors. For tax exempt orders, please consult your administrator. “Stores” orders are best submitted through a “Stores” order form.

Inter-Departmental Billing (IDB): In almost all cases, anything purchased from another department or campus entity (bookstore, food services, instrument shop, etc.) is obtained by this method. Prior to your purchase, the Division office (Rm 611) will create an IDB Order Form to be delivered to the vendor.

Purchase Order: Traditional method of ordering through a requisition process. This method must be used for all capital purchases, toxic or hazardous items purchased from outside vendors and purchases requiring a paper check. It may also be required for annual contracts for goods or services and for certain travel/conference expenses.

“Stores”: The University “Stores” maintains a small warehouse inventory of common scientific materials/chemicals and other items. To see what is available, go to the UA home page – search on “stores”. On the plus side, it is easy and convenient to order and many things are delivered the next business day without a shipping charge, but be advised that:

➢ There is a small surcharge collected by “Stores” for most of the items they provide (which is included in the listed price you see).
➢ Sometimes, items which are kept “on the shelf” may be less than you would pay directly to another vendor (even contracts like Fisher or VWR) because “Stores” buys in bulk quantities and/or gets a deeper discount than is available to you.
➢ Chemicals may be tax exempt. These orders must include correct statements.

Personal Funds Reimbursements: In recent years, in part due to the expanded purchasing options for materials and supplies, the University Accounts Payable office has requested that personal reimbursements be limited to the following:

• Urgent need with no access to another option
• Vendor restriction of payment type
• Qualified business expenses (approved travel or business entertainment) (see notes on travel expenses)

• Before initiating a purchase, please check with your faculty supervisor or lab manager to determine who is authorized to make purchases for your facility.
• You may obtain needed forms and information through the Division website “Nerve Center” link.
• As always, the administrative staff is here to answer questions or help with any needs you may have.

Updated 1/8/2013
“Where do we get that?”
Employee Purchasing/Acquisition Information

**Furniture:** Furniture purchases are not normally allowed on research funds. To initiate all furniture purchases, please see Jennifer Lawrence (Rm. 614) 621-6633.

**Computers and peripherals:**
The University has pricing agreements with several vendors for the purchase of both PC and Apple computers. There are also contracts for printer purchases through HP and Xerox. **All computer purchases must be reviewed by Division Computing Facility support staff prior to purchasing.** Additionally, computers purchased for specific laboratory use may qualify for sales tax exemption; these purchases must be initiated through the Division Office. ...plus

**Software/Hardware/Books:** The University Bookstore (Student Union Building) is a 3rd party vendor operation and may not be very price competitive. However, some supplies may be obtained there when time or availability does not reasonably permit otherwise. Note: using an FRS account # will incur a service fee. In addition, C.A.T.S. (the Computer and Technology Store - located in the Bookstore basement) does generally have attractive pricing on UA software/licensing, boxed software and some equipment. **When hardware and/or software is being purchased with an FRS account #, it should be initiated through the Division office (Rm. 611) using an IDB order form.**

**Office-type supplies:** The current UA contract is with Office Depot which gives a substantial discount for many routine items. The Division office maintains a cabinet with general office supplies (pens, paper, etc) available to all labs and facilities on an as-needed basis and other items may be requested (i.e., printer cartridges). A hard copy of the Office Depot catalog is also available upon request. Most orders will be filled and delivered to you within 2 business days. If you need to go to the local store, there is a “Department PCard” that may be checked out (with a supervisor’s permission) from the Division office (Rm. 611). The University contract pricing should be applied by the store when using the Department PCard. **Most Office Depot orders will be initiated through Arizona BuyWays.**

**Scientific Materials/Chemicals/Supplies:** Our current primary contract is with Fisher Scientific (other scientific suppliers such as VWR & Sigma are secondary vendors and provide discounts as well). Many items from Fisher are discounted, but you may want to check for best pricing if you are buying in quantity or very frequently, since VWR still has up to 40% off many of their products and no shipping charges (except a small fuel charge per shipment). **For Fisher orders, be sure to check that the item # does not start with a “50” or a “NC” as these are not discounted and do not have free shipping (although you may be able to do an exception order through the Fisher Sales Rep.) Some chemicals are tax exempt and will need to be on a separate order from other items. The Division Office (Rm. 611) may have to provide a tax exempt form in conjunction with these orders. (Check box on PCard form)

All tax-exempt orders for equipment must be initiated by the purchasing desk in the Division Office (Rm. 611), generally with a purchase order. A good rule of thumb – tax exempt items are likely to be those you would call “durable equipment”, not consumable supplies (note: not all equipment is considered durable). There is a collection of catalogs in the Division office (Rm. 611). Many vendors have catalogs available online but, to be certain you are getting the best educational/research price, you may want to call the vendor directly for quotes before ordering. The Division also has a few special accounts set up for better pricing/shipping rates. Check with the staff in the Division office (Rm 611) or your lab manager or supervisor.

**About contracted vendors:** If required materials are not available at contracted or University recognized vendors or may be obtained more cheaply elsewhere, there are few restrictions against purchasing those items from other sources, although you may be asked to provide a statement in support of the purchase.

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“Oh no, send help quick!”
Maintenance/Repair Issues

**Equipment:**
Some pieces of equipment are covered under service contracts. Most are not. Some equipment can be diagnosed and/or repaired by University Services Personnel. Please see your immediate supervisor or lab manager for information in the case of malfunction or break down. Most repairs will be billable. For all billable work requests, a special account must be set up and “funded” before any work can proceed. In some cases, we can request that an estimate be done before proceeding with work. Please note: there may be service charges associated with performing some estimates. All non-emergency requests for University services should be initiated through the Division office (Rm. 611).

***but, whose is it?*** Some equipment is owned by the department and used by anyone authorized/trained to do so. There is a list posted on the bulletin board outside Rm. 603 and also on the department website that outlines some of the shared facilities/equipment and who is responsible for oversight. Any questions, issues or concerns about shared items/facilities should be addressed to Jennifer Lawrence (Rm. 614).

**Building:** Please report all non-emergency building issues (doors, locks, plumbing, etc.) to the Division office (Rm. 611) and Facility Mgt will be notified. If there is an urgent situation after hours or on weekends, please contact Facilities Management directly at 621-3000. So that there can be appropriate follow up, please leave messages and/or emails for:

Jennifer Lawrence (621-6627) jllawren@email.arizona.edu (Cell Phone: 990-1713)
Tracey Purcell (621-6628) tpurcell@email.arizona.edu

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