

“How do we get that?”

Purchasing Methods Summary

- P-Card:** University issued credit card system that allows purchasing through local vendors, the Internet and by mail, fax or phone. Requires authorized user setup and training.
- Office Depot:** On-line system for ordering certain office/lab materials and supplies. Most items are delivered the next business day. Requires authorized user setup and training. (This is a contracted vendor – see below.)
- Inter-Departmental Billing (IDB):** In almost all cases, anything purchased from another department or campus entity (bookstore, food services, instrument shop, etc) should be ordered through the Neurobiology Division Office (Rm. 611) using an IDB.
- Purchase Order:** Traditional method of ordering items through a requisition process. Must be used for all capital purchases and purchases requiring checks. May also be required for other things such as annual contracts for goods or services and for certain travel expenses.
- “Stores”:** The University maintains a small warehouse inventory of common office supplies, copy paper, some scientific materials/chemicals and other items. You can see what’s available, just go to the U of A home page – search for “stores”. On the plus side, it is easy and convenient to order and many things are delivered the next business day, but be advised that:
- There is a small surcharge imposed by “Stores” for most of the items they provide.
 - Many of the scientific items are shipped from VWR (not the warehouse here) so there is no time savings and due to the surcharge, it can actually cost more than if you order from VWR.
 - Regular plain copy paper must be ordered from Stores (it is blocked at Office Depot Online). The University buys it in bulk at a significant savings for us all.
- Personal Funds Reimbursements:** In recent years, in part due to the increased options for purchasing 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 below.

- * **Before initiating a purchase, please check with your faculty supervisor or lab manager to determine who is authorized to make purchases for your lab.**
- * **You may obtain various order forms (P-Card/Requisition, Stores, IDB) in the Neurobiology Division Main Office (Rm. 611) or through the Division website links.**
- * **As always, the administrative staff is here to answer questions or help with any needs you may have.**

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Employee Purchasing/Acquisition Information

Furniture:

The contracted vendor is **Walsh Brothers**. Jennifer Lawrence should be consulted for information on all major furniture purchases. These generally require that a purchase order be submitted well in advance of need.

Computers and peripherals:

Both types of PC systems (IBM clones & Macs) are available from a variety of vendors. The most common ones used seem to be **Gateway Education** and **Apple Education**. Both give us discounts when the orders are placed through specific channels. Many of these systems may also qualify for tax-exemption. These are generally purchased either with a purchase order or on a University Purchasing Credit Card. (P-Card)

Office-type supplies:

The contracted vendor is **Office Depot**. We currently have an online ordering system (authorized user setup and training required) that gives a substantial discount for most routine items. A hardcopy catalog is available for use in the Main Office. You may also request that one be ordered for you (free).

Most orders will be filled and delivered to you by the next business day.

If you want to go to the local store, there is also a “Department Card” that may be checked out (with supervisor’s permission) from the purchasing desk in the Neurobiology Division Office (Rm. 611).

University pricing will be applied when the card is used and the fund account is given to the customer service desk at Office Depot.

...plus Software/Hardware/Books:

The **University Bookstore** (Student Union Building) is a 3rd party vendor operation and may not be very competitive on pricing, however, supplies may be obtained there when time or availability does not reasonably permit otherwise. In addition, **C.A.T.S.** (the Computer and Technology Store - located in the basement of the Bookstore) does generally have attractive pricing on software/licensing and some equipment for students, faculty and staff. All of these purchases should be made using the Inter-Departmental Billing system (IDB) whenever possible.

Scientific Materials/Chemicals/Supplies:

Our main scientific contract vendor is **VWR** (although there are other scientific suppliers that offer discounts as well). Many items from VWR are available at up to a 50% off prices elsewhere. Moreover, the shipping on all items (except those that are extremely large or heavy) is free.

There is a separate specific VWR account that must be used for all (non-capital) tax-exempt orders placed using a P-Card. Please go through the purchasing desk in the Neurobiology Division Office (Rm. 611) when ordering any qualified tax-exempt item (a good rule of thumb – tax exempt items are likely to be those that are “durable”). For some more costly items, as well as capital purchases, a purchase order may be required.

There is a collection of catalogs from most of the common vendors in the purchasing desk area of 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.

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.

“But I’m leaving for a conference in 2 hours!”

Traveling Near and Far

Forms:

Prior to your authorized travel dates, please go to the front desk of the Neurobiology Division Office (Rm 611) to obtain either a short travel form (no reimbursement needed prior to traveling) or a long travel form (reimbursement needed prior to travel).

Reimbursements:

Reimbursements for travel expenses can only be processed with the original receipt(s) showing proof of payment, or with the receipt(s) and the credit card statement(s) showing the charge(s). Expenses may be reimbursed upon occurrence providing that a valid travel authorization has already been filed.

While receipts are not necessary when requesting a per diem, your boarding passes will be required to provide the needed documentation of the trip and it’s length. If necessary, a travel advance check can be issued prior to your trip, but it is often simpler just to turn in your expenses upon your return (accounts payable also prefers this method as well).

Conference Registration/Abstract Fees:

Conference registration fees may be paid with a University issued credit cards (P-Card). Please note, however, that a travel authorization must be filed at the time this transaction occurs. Abstract fees may also be paid using a P-Card and any cardholder may process these charges, whether or not they are attending the conference in question.

Caution:

Most P-Cards may not be used for any type of travel expenses. However, some cards have been set up with specific permissions in order to facilitate airline ticket purchases. Laura (Rm. 611) and Jennifer (Rm. 603) both have this type of card to assist with reservations.

“Oh no, send help quick!”

Maintenance/Repair Issues

Equipment:

Some equipment is covered under a service contract. Please see your immediate supervisor or lab manager for information on what may be covered and by whom. Some equipment can be diagnosed and/or repaired by University Services Personnel.

Requests for University services should be reported to the front desk (621-6630) in the Main Office (Rm. 611). In these instances, charges will be levied and a special account must be set up and “funded” before any work can proceed (unless it’s urgent circumstances). You may also request that the appropriate repair shop(s) prepare an estimate for the work.

...but, whom does that belong to?

Some equipment is owned by the department and used by any who need it. There is a list posted on the bulletin board outside of Rm. 603 that lists some of the shared facilities/items and who should be approached with any questions or concerns. You may also get assistance from anyone in the Main Office.

Building:

Most building issues (doors, locks, plumbing, etc.) will be reported to the front desk (621-6630) in the Main Office. If the situation requires it, any one of the administrative staff can call for University Services to respond. If you have to contact Facilities Management (621-3000) about an emergency situation (after hours or on weekends), please leave messages and/or emails for:

Jennifer Lawrence (621-6627) jl@neurobio.arizona.edu (Home Phone: 408-7348) **AND**
Laura Bich (621-6630) lrbich@neurobio.arizona.edu