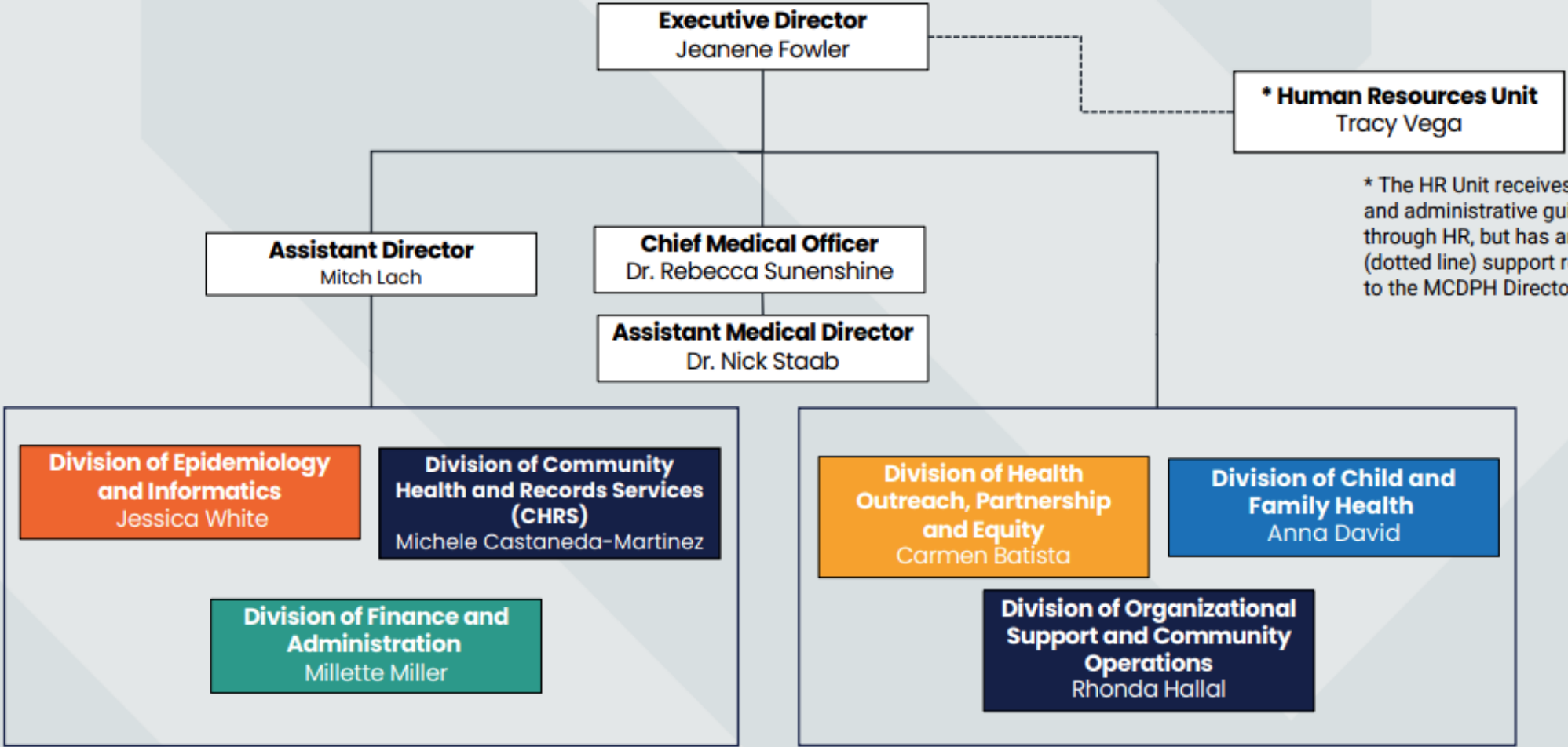




Public Health Purchase Portal Project



**Maricopa County Department of Public Health
Organizational Structure – April 2024**



* The HR Unit receives operational and administrative guidance through HR, but has an indirect (dotted line) support relationship to the MCDPH Director

A

Community Health and Records Services

Michele Castaneda-Martinez

STD and Laboratory Stephanie Devlin • Testing and Treatment • Surveillance • Field Services/Disease Investigation/Partner Services/Contact Tracing • Epidemiology • Community Outreach • Laboratory	Wellness and Health Promotion Machrina Leach • Mobile Vaccine Unit • Vaccine Clinic Satellites • Vaccine Inventory/Mgt • Nurse Educators • Vaccine Equity • QIGES Team • Schools Team • School Stock Medication Program	Clinic Operations Support Vacant • Medical Records-Reception and Registration • Business and Administrative Operations • Health Information Systems • Mail Services • Mobile Health Services	Vital Registration Vacant • Birth Registration and Issuance • Death Registration and Issuance • Vital Records Amendments • Financial Partner Services • Development and Compliance • Business and Administrative Operations • Decedent Services
Medical Services Renuka Khurana • Clinic Medical Director and Deputy TB Control Officer • Nurse Practitioner/ Physician Assistant and Nursing Services • Radiology Services • M.D. Contracted Services • Pharmacy	HIV Ashley Griffin • HIV Education and Risk Reduction Counseling • HIV/HCV/Prep/PEP Linkage to Care • Field Services/Disease Investigation/Partner Services • Epidemiology • Ryan White Services Coordination	TB and Refugee Heidi Lyons • Case Management/Social Svcs. • Treatment for Active and Latent TB • Surveillance • Field Services/Disease Investigation/Contact Tracing • Evaluation: Suspects and Class B Immigration • Refugee Screening • Vaccination • Linkage to Medical Services • Epidemiology	

Organizational Support and Community Operations

Rhonda Hallal

Communications and Marketing Sonia Singh • PIO Supervisor • SNAP ED Digital Content • Emergency Communications • Behavioral Health and Substance Use • Internal Comms • Digital Content	Preparedness and Response Katie Turnbow • COOP • Preparedness and Response • MRC • Palo Verde • MCM • DOC	Organizational Excellence/Workforce Development Jana Lafreniere • Perf Improvement • Program Evaluation • Accreditation • Strategic Planning/Strategic Initiatives • Academic Health Department • Internships/Fellowships • Dietetic Internship • Learning and Development • Employee Resiliency • Employee Experience • Diversity, Equity, Inclusion and Belonging (DEIB)
PH Liaisons Alexandra Oropeza • 5 PH Liaisons • Regional Focus	Specialized Services Joel Kodicek • Organizational Structure • Facilities • Department Policies • Public Health Policy • Organizational Process • Records Retention • Workers Compensation • Risk Management • 14th Floor Reception	Public Health Policy Strategist Kellie Macdonald-Evov • Comprehensive policy strategies

A

Epidemiology and Informatics

Jessica White

Public Health Science Ariella Dale and Nikki Jarrett • SME Support • Scientific Analysis	Data Modernization and Informatics Rama Naidu Ravipalli • Data Governance • Strategic Technology Plan • Data Storage and Structure • Health Informatics	Investigations Karen Zabel • Disease Investigation and Reporting • HAI • Zoonotic and Vector Borne Diseases	Communicable Disease Data Surveillance and Outbreak Response Jennifer Collins • Disease Surveillance • Outbreaks • Cluster Response • Data Visualization
Health Equity and Community Data Jackie Ward • Public Health Data Analysis • CHIP • Health Equity Data • Climate and Health Data • Environmental Public Health Tracking • Maternal and Child Health Data	Substance Use and Mental Health Christina Mrukowicz • OZDA • Substance Misuse • Substance and Mental Health Surveillance	Business Operations and Administration Gina Trujillo • Epi Business Operations • Business Analysis • Epi Administrative Support	

Child and Family Health

Anna David

Family Health Bonnie Drenth • Nurse Family Partnership • Newborn Intensive Care Program • Healthy Start	WIC Carnie Zavala • Nutrition Education and Svcs • Breastfeeding Education and Svcs • Nutrition Assessment and Counseling • Service Referrals	Oral Health Jackie Sutter • Dental Sealant • Oral Health Education
MCH Strategy Karen Johnson • Teen Pregnancy Prevention • MCH Block Grant	CCHC Wendi Ayers • Childcare Health Consulting • Technical Assistance • Education • Disease Mitigation • Referral Services	

Health Outreach, Partnership and Equity

Carmen Batista

Ryan White Jeremy Hyvärinen • Ryan White Part A • Ending the HIV Epidemic • Grants/Contracts • Quality Management • Planning Council • Special Projects	Mental Health and Substance Use Nicole Bell Harper • Overdose Data to Action • Behavioral Health • Suicide Fatality Review Board • Opioid Fatality Review Board • Opioid Settlement • Safe, Healthy Infants and Families Thrive (SHIFT) • Justice Reinvestment	Resilience, Impact, Sustainability, and Empowerment Lily Cardenas • Community Health Needs Assessment • Community Health Improvement Planning • Focus Populations – Aging, Disability, LGBTQA+, Native American, and Refugee/ Immigrant/Migrant • Climate Health and Heat Relief • Arizona Healthy Worksites • Synapse Healthcare Coalition • Health Improvement Plan Maricopa County • Health Disparities Grant
Tobacco Prevention and Cessation Michael Wydra • Policy/Systems Team • Youth Tobacco • Regional Mobilizers • Smoke Free AZ	Nutrition and Active Living Julie Scholer • Food Access, Systems, and Environments • Childhood Nutrition and Physical Activity Environments • Active Living and the Built Environment	

Finance and Administration

Millette Miller

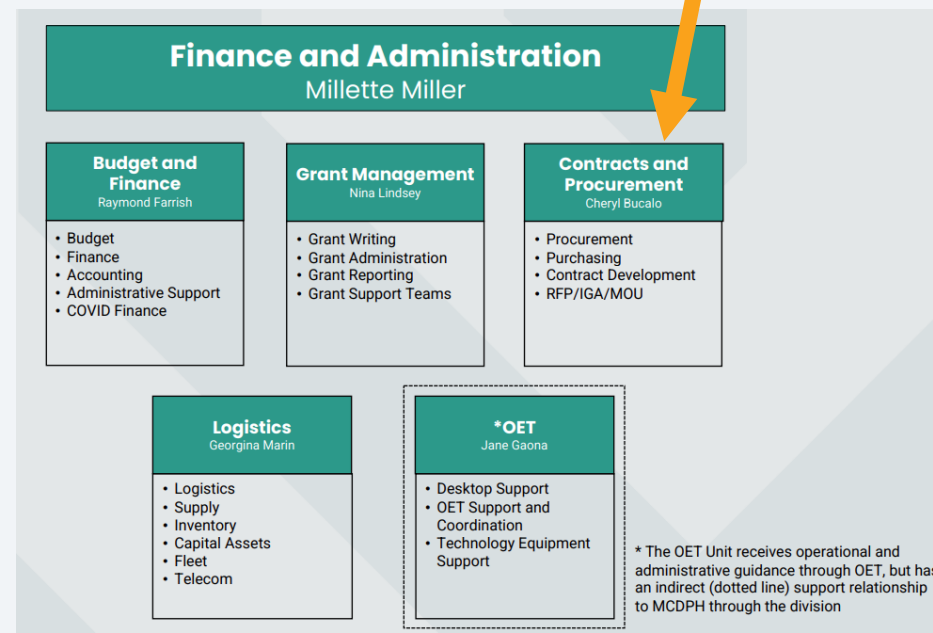
Budget and Finance Raymond Parrish • Budget • Finance • Accounting • Administrative Support • COVID Finance	Grant Management Nina Lindsay • Grant Writing • Grant Administration • Grant Reporting • Grant Support Teams	Contracts and Procurement Cheryl Bucalo • Procurement • Purchasing • Contract Development • RFP/IGA/MOU
Logistics Georgina Marin • Logistics • Supply • Inventory • Capital Assets • Fleet • Telecom	*OET Jane Gaona • Desktop Support • OET Support and Coordination • Technology Equipment Support	* The OET Unit receives operational and administrative guidance through OET, but has an indirect (dotted line) support relationship to MCDPH through the division

Public Health Purchasing & Contracts (PAC)

Dedicated to acquiring quality goods and services essential to Department of Public Health clients and staff while providing exceptional customer service and ensuring the integrity and efficiency of the procurement process.

The purpose of **Purchasing and Contracts (PAC)** is to provide procurement services and technical expertise to employees so they can effectively and efficiently obtain the services and commodities they need to fulfill their mission. Services include:

- P-card purchasing
- Purchase order creation and modifications
- Requests for Proposals
- Requests for Quotes
- Reviews of Qualifications
- Notices of Intent
- Task Orders
- Vendor Information
- Consultation Sessions
- Contract Monitoring and Auditing
- Sole Source Procurements
- Competition Impracticable Procurements



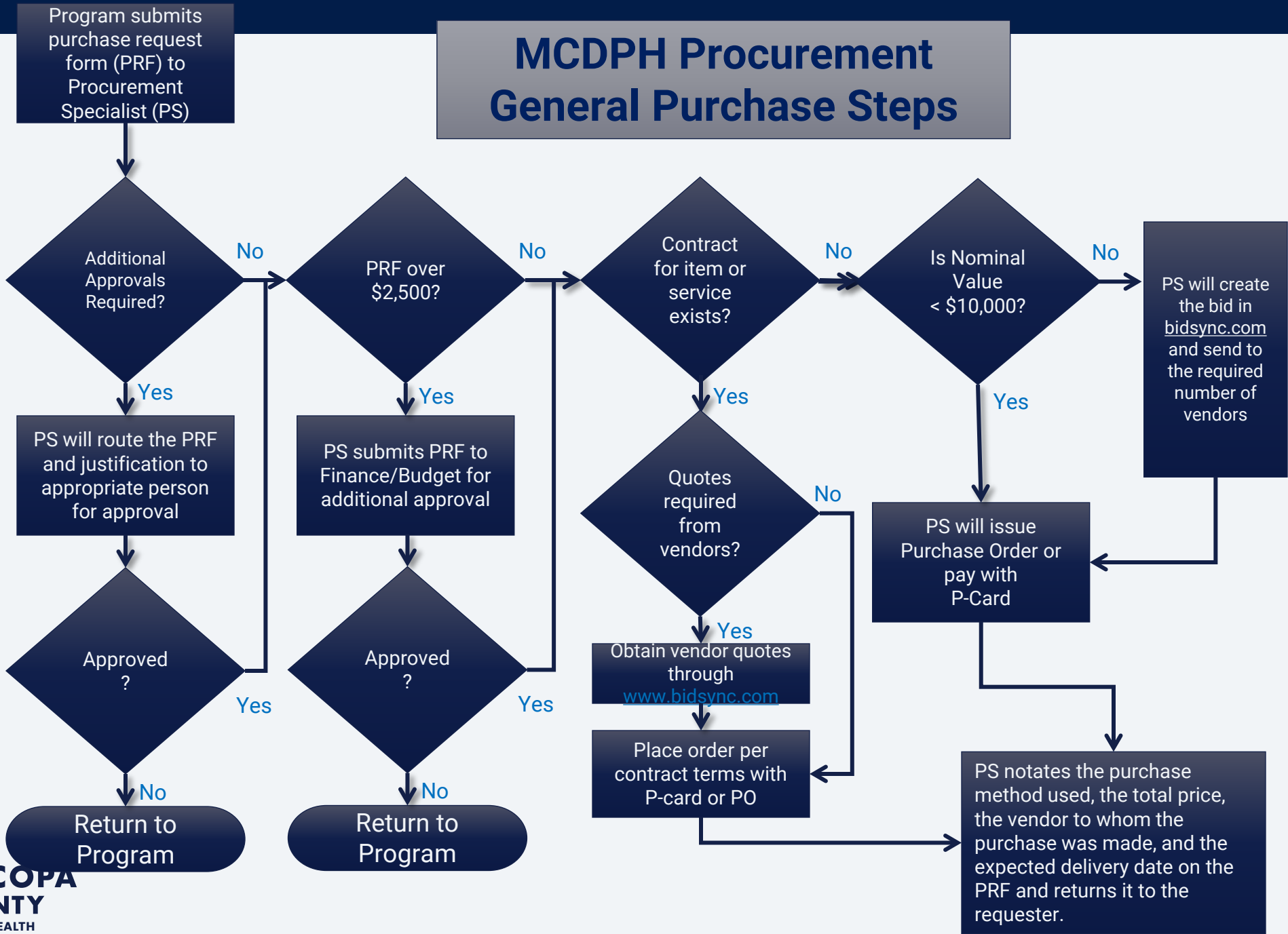


Department Facts

- Currently 800+ employees
 - Full-time: 759
 - Part-time: 63.9
 - Temporary/ACRO: 76
- Current budget approximately \$225 million
- Approximately 84% grant funded with over 70+ individual grants
- Procurement function has been centralized since 2005
- Number of average transactions each year is 2,822

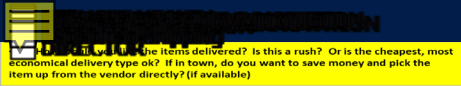


MCDPH Procurement General Purchase Steps





Previous Workflow



Purchase Request Form (PRF)

MCDPH PURCHASE REQUEST FORM													
PROGRAM SEQUENCE #				FY20				PROCUREMENT SEQUENCE #					
Use this box for your records ---->													
REQUESTING DIVISION / OFFICE													
ADMIN		DISEASE CONTROL		CLINICAL SERVICES				PUBLIC HEALTH POLICY					
☐ DIRECTOR ☐ FIN ☐ HR ☐ PROC/GRANTS ☐ PTS ☐ WIC		☐ COMMUNITY WELLNESS ☐ EPIDEMIOLOGY ☐ FAMILY HEALTH ☐ OPR ☐ VITAL REGISTRATION		☐ ADMIN ☐ HIV ☐ LABORATORY ☐ MEDICAL RECORDS ☐ ORAL HEALTH ☐ PHARMACY ☐ REFUGEE HEALTH ☐ STD ☐ TUBERCULOSIS				☐ OPI ☐ PHP					
COMMUNITY TRANSFORMATION				OTHER				PROGRAM OPERATIONS					
☐ COMMUNITY HEALTH INNOVATION ☐ SCHOOL HEALTH AND WELLNESS ☐ WORKSITE HEALTH INNOVATION				☐				☐ COMMUNICATIONS & MARKETING ☐ COMMUNITY EMPOWERMENT ☐ HEALTHCARE INNOVATION					
DATE SUBMITTED				DATE NEEDED				REQUEST TYPE					
								☐ P-Card ☐ Purchase Order ☐ P.O. Modification					
GRANT / ORDERING DEPARTMENT				SHIP TO ADDRESS / ATTENTION TO NAME									
ESTIMATED DOLLAR AMOUNT													
REQUESTOR NAME				REQUESTOR PHONE #				REQUESTOR EMAIL ADDRESS					
FUND	DEPT	UNIT	ACTIVITY	APPROP	OBJECT	SUB OBJ	DEPT OBJ	LOC	FUNCT	PROGRAM	PERIOD	% OR \$	
LINKS TO PRODUCT, ITEM NUMBERS, SERVICE DESCRIPTION, SCOPES OF WORK, JUSTIFICATION, AND SPECIFICATIONS													
SUGGESTED VENDOR				VENDOR INFORMATION				SHIPPING OPTIONS					
				VENDOR NUMBER				☐ Standard Delivery ☐ Pick-up					
				MA/MAL1 NUMBER				☐ Expedited Shipping ☐ N/A					
				COMMODITY CODE									
APPROVALS													
ACCOUNTANT SIGNATURE								DATE					
MANAGER SIGNATURE								DATE					
FINANCE SIGNATURE OVER \$1000								DATE					
PROCUREMENT SPECIALIST				AWARDED VENDOR				DATE PURCHASED					
TOTAL INVOICE AMOUNT								DATE REALLOCATED					

<---- Select the main program you fall under.

<---- Date submitted to Procurement Specialist and Date needed (at least 2 weeks notice) Also, please indicate whether you would like to pay via P-Card or PO. If this is a PO modification, please check the correct request type.

<---- Where do you want the requested item(s) delivered to?

<---- Your name, phone and email address. (The name entered here MUST be different than the name listed under the Approvals "accountant/manager signature" box)

<---- Please describe briefly why the items requested are needed and how they will be used. Use the order form tab to add multiple items.

<---- How would you like the items delivered? Is this a rush? Or is the cheapest, most economical delivery type ok? If in town, do you want to save money and pick the item up from the vendor directly? (if available)

<---- Signature and date signed of the approving accountant/manager for your program. (MUST be different than the requestor's name)

What accounting strings ----> would you like the purchase to be allocated to and paid from? List them here.

Who would you like to purchase the requested items from? Do they have a vendor number or contract number? List that information here. Please keep in mind that the vendor may be changed by the Procurement Specialist depending on what contracts the County has in place.

Your specific program name goes here ---->

How much will it cost? ---->

Assignment of Work

MARICOPA COUNTY PUBLIC HEALTH		Program Administrator Manager/Supervisor	Phone #	Accountant	Phone #	Grant/Contract Administrator	Phone #	Procurement Specialist	Phone #
Last updated: 4/29/2024 16:43									
Department Director		Jeanene Fowler	602-506-4926	Vera Sampler (Admin)	602-506-4194				
Assistant Director				Mitchell Lach	602-372-2657		Karalyn Spicer (Admin)	602-372-2693	
EPI	Epidemiology and Informatics	Dr. Jessica White	602-372-2601	Vacant					
	Public Health Science			Leticia Martin	480-594-0294	Arthur Orville	480-673-6940	Gwen Turensky	602-372-0679
	Data Modernization and Informatics			Leticia Martin	480-594-0294	Arthur Orville	480-673-6940	Gwen Turensky	602-372-0679
	Investigations			Leticia Martin	480-594-0294	Arthur Orville	480-673-6940	Gwen Turensky	602-372-0679
	Communicable Disease Data,			Leticia Martin	480-594-0294	Arthur Orville	480-673-6940	Gwen Turensky	602-372-0679
	Health Equity and Community Data			Leticia Martin	480-594-0294	Arthur Orville	480-673-6940	Gwen Turensky	602-372-0679
	Substance Use & Mental Health			Leticia Martin	480-594-0294	Arthur Orville	480-673-6940	Gwen Turensky	602-372-0679
	Business Operations & Administration			Leticia Martin	480-594-0294	Arthur Orville	480-673-6940	Gwen Turensky	602-372-0679
FINANCE	Finance and Administration	Millette Miller	602 372-8424	Ray Farrish	602-506-9318				
BUDGET	Budget & Finance	Raymond Farrish	602-506-9318	LaDonna Ballard	602-291-4414	Arthur Orville	602-372-4163	Omar Al Shibani	602-372-0679
GRANTS	Grants Management	Nina Lindsey	602-506-6886	LaDonna Ballard	602-291-4414	Arthur Orville	602-372-4163	Omar Al Shibani	602-372-0679
PROC	Purchasing & Contracts (PAC)	Cheryl Bucalo	602-506-6886	LaDonna Ballard	602-291-4414	Arthur Orville	602-372-4163	Gwen Turensky	602-372-0679
LOG	Logistics	Georgina Marin	602-527-0120	LaDonna Ballard	602-291-4414	Arthur Orville	602-372-4163	Gwen Turensky	602-372-0679
CHR SERVICES	Community Health and Records Services	Michele Casteneda-Martinez	602-506-6345	LaDonna Ballard	602-372-1485				
STD	STD	Stephanie Devlin	602-506-6364	Issmene Delgado	602-372-1485	Olivia Lira	480-673-6940	Omar Al Shibani	602-372-2666
TB / HIV / REF	TB/HIV and Refugee Clinics	Heidi Lyons/Ashley Griffin		Issmene Delgado	602-372-1485	Olivia Lira	480-673-6940	Omar Al Shibani	602-372-2666
LAB	Medical and Lab	Jennifer Dybowski	602-372-2273	Issmene Delgado	602-372-1485	Olivia Lira	480-673-6940	Omar Al Shibani	602-372-2666
IMM	Immunizations and Vaccine Equity	Machrina Leach	602-506-6662	Maricela Arizmendi	602-372-2691	Olivia Lira	480-673-6940	Gwen Turensky	602-372-0679
SUPPORT	Clinic Support Operations	Vacant		Issmene Delgado	602-372-1485	Olivia Lira	480-673-6940	Omar Al Shibani	602-372-2666
VITALS	Vital Registration	Vacant		Adriana Tostado	602-5097039	Olivia Lira	480-673-6940	Gwen Turensky	602-372-0679

Assignment of Work, continued

HOPE	Health Outreach, Partnerships and Equity (HOPE)	Carmen Batista	602-372-7091	Jodie Xie	602-506-9331				
MHSA	Mental Health & Substance Abuse	Necole Bell - Harper	602-339-3964	Robin Peifer	602-506-9321	Della Killeen	602-372-2668	Audrey Morin	602-372-2666
TOB	Tobacco Prevention & Cessation	Michael Wydra	480-798-9196	Andrew Allen	602-372-8443	Della Killeen	602-372-2668	Audrey Morin	602-372-2666
RW	Ryan White (including EHE)	Jeremy Hyvarinen	602-647-2996	Alaina Rinne	602-506-7937	Della Killeen	602-372-2668	Omar Al Shibani	602-372-2666
RISE	Resiliency, Impact, Sustainability and Empowerment (RISE)	Lily Cardenas	602-506-5783	Robin Peifer	602-506-9321	Della Killeen	602-372-2668	Audrey Morin	602-372-2666
SNAP-Ed	SNAP-ED	Julie Scholer	602-506-9325	Jodie Xie	602-506-9331	Della Killeen	602-372-2668	Audrey Morin	602-372-2666
SRTS	Safe Routes	Hamza Shami	623-565-3221	Jodie Xie	602-506-9331	Della Killeen	602-372-2668	Audrey Morin	602-372-2666
HIPMC	HIPMC	Alejandra Zavala	602-526-5197	Robin Peifer	602-506-9321	Della Killeen	602-372-2668	Audrey Morin	602-372-2666
SYNAPSE	Synapse (Fee Fund)	Annie Daymude	602-526-5197	Jodie Xie	602-506-9331	Della Killeen	602-372-2668	Audrey Morin	602-372-2666
CHILD & FAMILY HEALTH	Child & Family Health	Anna David	602-506-6852	Vacant					
FH	Family Health	Bonnie Drenth	602-826-3730	Julius Staten	602-372-0391	Della Killeen	602-372-2668	Gwen Turensky	602-372-0679
WIC	WIC	Carrie Zavala	602-506-9339	Julius Staten	602-320-4634	Della Killeen	602-372-2668	Gwen Turensky	602-372-0679
ORAL	Oral Health	Jackie Sutter	602-506-6282	Julius Staten	602-372-1485	Della Killeen	602-372-2668	Omar Al Shibani	602-372-2666
MCH	MCH Strategy	Karen Johnson	602-526-6372	Andrew Allen	602-372-8443	Della Killeen	602-372-2668	Gwen Turensky	602-372-0679
CCHC	CCHC	Wendi Ayers	602-316-2858	Julius Staten	602-372-2691	Della Killeen	602-372-2668	Gwen Turensky	602-372-0679
ORG SUPPORT	Organizational Support & Community Operatons	Rhonda Hallal	602-290-5023	Vacant					
OCM	Office of Communication and Marketing	Sonia Singh	602-506-6141	Andrew Allen	602-506-9321	Arthur Orville	480-372-4163	Gwen Turensky	602-506-6388
OPR	Office of Preparedness & Response	Katie Turnbow	602-506-6145	Manbir Wazir	602.372-8402	Arthur Orville	480-372-4163	Omar Al Shibani	602-372-2666
OEWD	Office of Organizational Excellence / Workforce Development	Jana LaFreniere	602-376-1591	Robin Pfeifer	602.372-8402	Arthur Orville	480-372-4163	Gwen Turensky	602-506-6388
LIAISONS	PH Liaisons	Alexandra Oropeza	602-761-0952	Robin Pfeifer	602-506-9321	Arthur Orville	480-372-4163	Gwen Turensky	602-506-6388
SPECIALIZED	Office of Specialized Services	Joel Kodicek	602-506-6606	Robin	602-506-6606	Arthur Orville	480-372-4163	Gwen Turensky	602-372-0679
WFD	Workforce Development Grant	Jana LaFreniere	602-376-1591	Manbir Wazir	602.372-8402	Arthur Orville	480-372-4163	Omar Al Shibani	602-372-2666
COVID	Response Operations								
ARPA	ARPA - COVID RECOVERY	Bryan Stearley	602-372-8424	Bryan Stearley	602-372-8424				
ELC2	ELC2 - DISEASE MITIGATION	Jessica White	602-372-2601	Julius Staten	480-594-0294	John Lick	480-673-6940	Audrey Morin	602-372-2666
HIPCVD	Health Disparities	Nina Lindsey	602-571-7267	Beth Deppa		Della Killeen	602-372-2668	Audrey Morin	602-372-2666
IHLP	Health Literacy	Lily Cardenas	602-506-5783	Bryan Stearley	602-372-8424	Della Killeen	602-372-2668	Audrey Morin	602-372-2666
			Phone:	Accountant:	Phone:	Acct Specialist:	Phone:		
COMPLIANCE / CONTRACT MONITORING		Rose Chavez	602-372-8445	Jason White	602-372-0670	Michale Kechula	602-372-2891		

Excel Tracking Logs

PROCUREMENT SEQUENCE #	PAYMENT METHOD	REC'D DATE	FOR ADDTNL APRV	RCVD ADDTNL APRV	ORDER DATE	FUND	DEPARTMENT	UNIT	ACTIVITY	APPROP	OBJECT	SUB OBJ	LOCATION	FUNCT IOT	RPTN G C	PROGRAM	PERIOD	CONTRACT #	VENDOR	ITEM DESCRIPTION	TOTAL \$	Program Sequence Number	COMMENTS	BACKUP DOCUMENTATION
PHL070120GT	P-Card	7/1/20	7/1/20	7/1/20	7/2/20	200	D860	8611	EPIR	1001	8040	13		COVID	COVID	86CARES	GY20	16013IGA-001	Dell Computers	Laptop for Blanca Caballero - PH Liason	\$1,968.07	COVID-CARES-062520X4	Waiting for feedback on ETA 3 weeks out.	Gwendelyn's FY21 PRF's\PHL070120GT Dell Laptop for Blanca.pdf
LAB070220GT	P-Card	7/2/20			7/2/20	100	D860	8628	PHLB	1000	8020	12						16009IGA	Waxie	Gemicidal Ultra Bleach	\$119.73			Gwendelyn's FY21 PRF's\LAB070220GT Waxie Bleach.pdf
EPI071020GT	P-Card	7/10/20			7/10/20	200	D860	8611	EPIR	1001	8020	10		DOVD	COVID	86Cares	GY20	180165	McKesson	BioHazard bags	\$41.03 + tax	070809-86CARES-EPI		Gwendelyn's FY21 PRF's\EPI071020GT McKesson Biohazard bags .pdf
OPR071020GT	P-Card	7/10/20	07/10/20	7/10/20	7/30/20	532	D860	8610	EMRT	1000	8010	10				86MRCVR	GY20	13116C	4Imprint (not New Image)	Med Reserve corps volunteer shrits		OPR-FEMA-070920	Not part or promo contracts. June & Mallory talking to 4imprint now 7.20.20	Gwendelyn's FY21 PRF's\4 Imprint OPR071020GT Med Rsrv shirts.pdf
OPR070720GT	P-Card	7/7/20		7/7/20		200	D860	8611	EPIR	1001	8020	10		COVID	COVID	86CARES	GY20	Bid #2001-013	Body Bags aka Extra Packaging	Body bags		07062020-86CARES	Bryan is still trying to get a full count of what he can get to us. Should have full answer by Tues 14th.	Gwendelyn's FY21 PRF's\Extra Packaging 210000003070 body bags OPR070720GT.pdf
OPR071320GT-2	P-Card	7/13/20			7/13/20	200	D860	8611	EPIR	1001	8120	50		COVID	COVID	86CARES	GY20		Amazon	Gatorade cans	\$29.07	0702020-86CARES	Ordered TWICE, 225 refused 1st purchase	Gwendelyn's FY21 PRF's\OPR071320GT-2 Amazon gatorade.pdf
																				Gatorade electrolyte powder	\$190.50			
OPR071320GT-1	P-Card	7/13/20			7/13/20	200	D860	8611	EPIR	1001	8120	50		COVID	COVID	86CARES	GY20	15008IGA	Grainger	20" floor fan	\$123.51	0710200-86CARES	Ordered TWICE, 225 refused 1st purchase	Gwendelyn's FY21 PRF's\OPR071320GT-1 Grainger Fans.pdf
OPR071320GT-3	P-Card	7/13/20			7/14/20	200	D860	8611	EPIR	1001	8120	50		COVID	COVID	86CARES	GY20	16154-RFP	Home Depot	Mini Fridge	\$150.95	0710200-86CARES		Gwendelyn's FY21 PRF's\OPR071320GT-3 Home Depot mini fridge .pdf
MCDPH071020GT	P-Card	7/10/20			7/10/20	200	D860	8611	EPIR	1001	8014	50		COVID	COVID	86CARES	GY20		Uline	Heavy duty hand truck	\$552.12	07102020-86CARES		Gwendelyn's FY21 PRF's\MCDPH071020GT Uline Handtruck.pdf
OPR061020GT-1	P-Card	7/14/20	6/11/20	6/11/20	7/14/20	200	D860	8611	EPIR	1001	8040	12		COVID		86CARES	GY20		Wayfair	Side tables for quiet room	\$247.17	COVID-CARES-060920	2nd half of this order, 1st half was last month	Gwendelyn's FY21 PRF's\OPR061020GT-1 Wayfair 2nd side tables.pdf
ADMIN071520GT	P-Card	7/15/20			7/15/20	100	D860	8620	TBTE	1000	8010	11							Amazon	Medical binders	\$35.83			Gwendelyn's FY21 PRF's\ADMIN071520GT Amazon Medical binders.pdf
																					\$34.38			
OPR071620GT	P-Card	7/16/20			7/16/20	532	D860	8610	EMRT	1000	8016	10		COVID	COVID	86PHCOVID	GY20	190209	CDWG	AV Cart	\$925.13	07152020 OPRCOVID		Gwendelyn's FY21 PRF's\OPR071620GT CDWG tv cart .pdf
	PO																							
VITL071620GT	DO,2100000015190-1	7/16/20			7/16/20	265	D860	8615	BDC	1000	8012							180165	McKesson	Finger cots	\$796.23	PO-DO,210000015190-1	Ordered for Vital under their PO #	Gwendelyn's FY21 PRF's\VITL071620GT McKesson finger cots.pdf
OPR071720GT	P-card	7/17/20	7/17/20	7/17/20	7/17/20	532	D860	8610	EMRT	1000	8040	10		COVID	COVID	86PHCOVID	GY20	16013IGA-001	Dell Computers	Dell Latitude 5510 & power	\$1,670.28	07162020 OPR-PHEP		Gwendelyn's FY21 PRF's\OPR071720GT Dell Computer Latitude computer.pdf
STD072020GT	P-Card	7/20/20			7/20/20	100	D860	8627	STEX	1000	8420	10							STD Prevention 2020	STD Prevention Convention 2020	\$400.00			Gwendelyn's FY21 PRF's\STD072020GT 2020 STD Prevention Conference.pdf
	P-Card	7/21/20	7/21/20	7/21/20	7/22/20	200	D890	8940	COVR	1001	8110	50		COVID	COVID	89C19TEST	GY20		Sonora Quest Laboratories	Covid-19 Tests	\$14,170.13	7202020 89C19TEST	Paid inv#19287/063020 via phone	Gwendelyn's FY21 PRF's\Sonora Quest covid tests payment 6.30.20.pdf
	PO	0721/20	7/22/20	7/22/20		532	D860	8612	SCNT	1000	8010	11				NUTROB	FY20		Color Me Healthy	Program Training supplies	\$10,700.00	111219 NUTROB	Will not take CC, have to cut PO, waiting for sole source doc	Gwendelyn's FY21 PRF's\111219 NUTROB Color me healthy hanna did PO.pdf

Excel P-Card Logs

PROCUREMENT CARD Monthly Purchase/CAPA Transaction Log For the Billing Cycle of: December 8, 2020 - January 6, 2021	FY21	Card Holder Name Cheryl Bucalo
		Department: PUBLIC HEALTH
		Phone #: 602-506-6886

PROCUREMENT SEQUENCE #	DATE	FUND	DEPT	UNIT	ACTY	APPROP	OBJECT	SUB OBJ	LOC	FUN	RPTG CODE	PROG	PERIOD	CONTRACT#	VENDOR	DESCRIPTION	TOTAL \$		X OR C/F
CW082520GT	08/25/20	265	D860	8612	CHIM	1000	9200							180165	McKesson	Glass Door Refrigerator	\$4,907.00	Paid on Gwen's card	CF
ADM100920	12/10/20	100	D860	8601	ODIR	1000	8430	50						Exempt	DoorDash	Monthly Subscription - December	\$9.99		X
	10/23/20	532	D860	8612	CCHC	1000	8020	10				CHLDCR	FY21	210184-IGA	McKesson	Order #82281720 - Child Masks	\$2,683.34		CF
VIT120720CB-01	12/07/20	265	D860	8615	BDCT	1000	8040	13						N.V.	Best Buy	2 Webcams	\$194.20		X
VIT120720CB-02	12/07/20	265	D860	8615	BDCT	1000	8040	13						N.V.	Staples	4 Webcams	\$304.60		X
COM122920CB	12/27/20	100	D860	8602	SPPT	1000	8010	13						Exempt	MailChimp	Monthly Subscription	\$16.17		X
ALLOCATION SCOOP UP 8/31	12/24/20	200	D890	8940	COVR	1001	8020	10			COVID	89CARES	GY20	180165	McKesson	Face Masks	\$6.89		X
COM010521CB	12/27/20	100	D860	8602	SPPT	1000	8010	13						Exempt	Rebrandly.com	Annual Subscription	\$288.00		X
VIT010521CB	01/01/21	265	D860	8615	BDCT	1000	8120	13						Exempt	Google Ads	Monthly Subscription	\$229.99		X
ALLOCATION SCOOP UP 8/31	01/05/21													210184-IGA	McKesson	Gloves (2 cs)	\$269.17		CF

I certify purchase and receipt of the listed materials/services using the U.S. BANK Purchase Card.
The transactions are for the use of Maricopa County and have been purchased in accordance
with Maricopa County policies including: Procurement Policy and Procurement Card Policy.

Cardholder Signature:
Date:

SUB TOTAL	\$4,002.35
C/F	\$2,952.51
TOTAL THIS MONTH	\$1,049.84
Supervisor's Signature:	
Date:	



Purchase Portal Creation



Early Beginnings

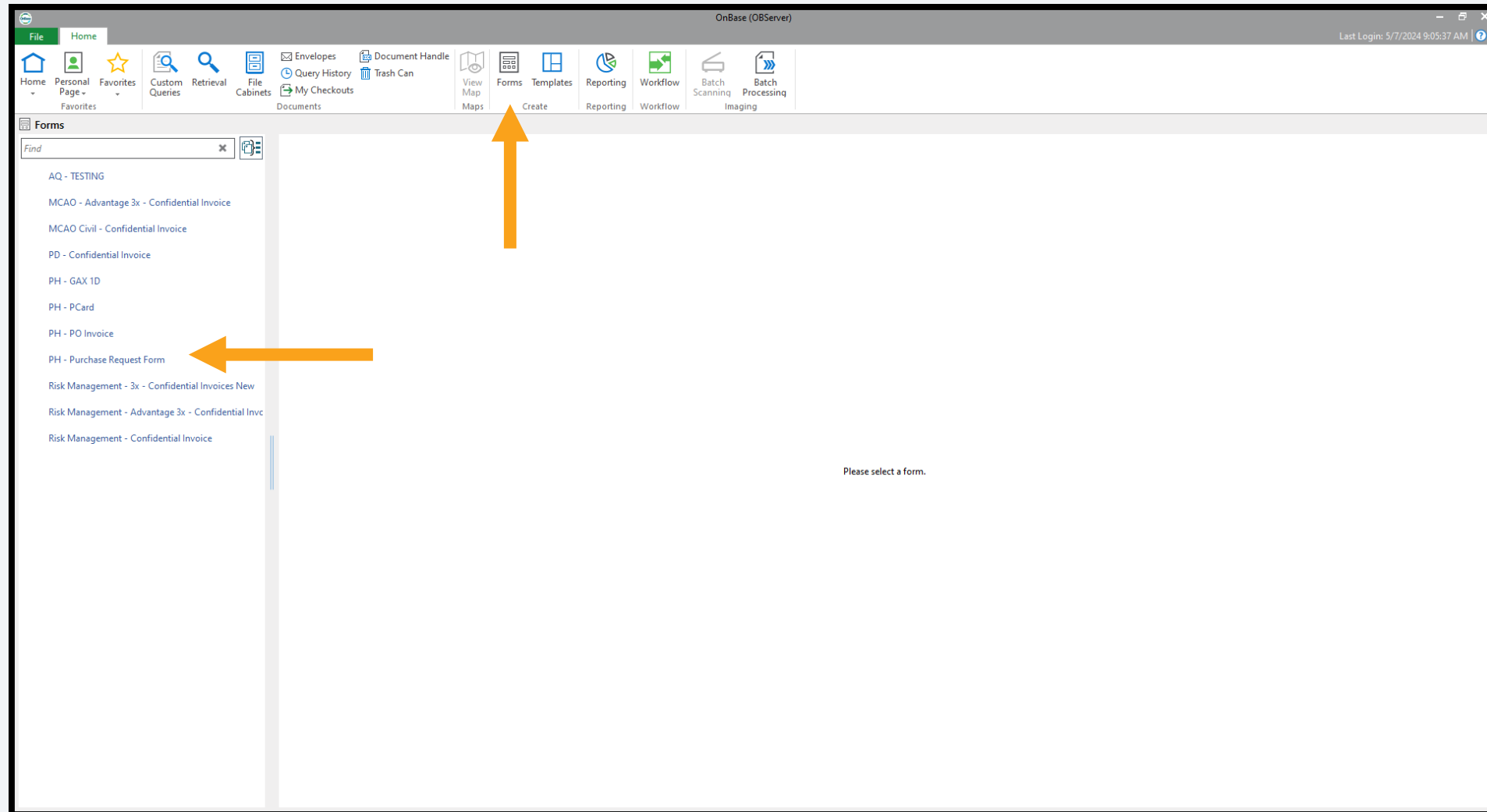
- Project began in February 2020 with County Contractor, Databank
- Due to COVID, Contractor was forced to finish the project based on his understanding of the process due to PAC staff being unavailable for consultation.
- Preliminary testing with end users began in June 2020, but it became apparent that many steps were missing so project was placed on hold until PAC staff became more available



Project Resurrection

- Between December 2021 and April 2023 refinements were made to the system to finally allow for user testing to begin in May 2023
- The Go-Live date was set for July 1, 2023, to coincide with the start of the new county fiscal year '24
- We began with 104 users divided between various user groups
 - Procurement
 - Accountants
 - Managers
 - Requestors
 - Finance
 - Furniture
 - Supervisors
- So far, we have had almost 3,200 PRFs submitted

MCDPH Purchase Portal



PH – Purchase Request Form (PRF)

OnBase (OBServer)

Last Login: 4/25/2024 8:03:44 AM

FileHomePersonal PageFavoritesCustom QueriesRetrievalFile CabinetsEnvelopesQuery HistoryMy CheckoutsDocumentsDocument HandleTrash CanView MapMapsFormsTemplatesReportingWorkflowBatch ScanningBatch ProcessingImaging

PH - Purchase Request Form

MCDPH Purchase Request Form

Request Form

FY (20xx)

Program/Procurement Sequence #

Requesting Division / Office

HOPE

☐ MHSA
☐ TOB
☐ RW
☐ RISE
☐ SNAP-Ed
☐ HIPMC
☐ SYNAPSE
☐ SRTS

PH Services

☐ STD
☐ TB
☐ HIV
☐ REF
☐ LAB
☐ IMM
☐ SUPPORT
☐ VITALS
☐ PHARMACY

ORG Support

☐ OCM
☐ OPR
☐ OEWD
☐ LIAISONS
☐ SPECIALIZED

COVID

☐ ARPA
☐ ELC2
☐ ELC3
☐ VACEQ
☐ DISP
☐ LITRCY
☐ WRKDEV
☐ INFRA

Director

☐ DIRECTOR
☐ HR
☐ MEDICAL OFFICER

EPI

☐ EPI

Finance

☐ BUDGET
☐ GRANTS
☐ PROC
☐ LOG

Child/Maternal Health

☐ FH
☐ WIC
☐ ORAL
☐ MCH
☐ CCHC

Furniture Request

☐ Furniture Request

Sign Request

☐ Sign Request

PH – Purchase Request Form continued

OnBase (OBServer)

Last Login: 4/25/2024 8:03:44 AM

File

Home

Home

Personal Page

Favorites

Custom Queries

Retrieval

File Cabinets

Envelopes

Query History

Document Handle

Trash Can

View Map

Forms

Templates

Reporting

Workflow

Batch Scanning

Batch Processing

PH - Purchase Request Form

Date Submitted

04/29/2024

Date Needed

05/20/2024

Request Type *

☐ P-Card ☐ Purchase Order ☐ P.O. Modification

Requestor Name *

Requestor Phone *

Requestor Email *

Requesting Program *

Shipping Address and Contact *

Shipping Info

☐ Standard Delivery

☐ Expedited Shipping

☐ Pick-up

☐ N/A

☐ Call Requestor to Discuss

Please include all item numbers, links to specific items, and any other relevant information on this page.

Item Information

Add

Item # & Description	Cost	Qty	PreTax Total	Tax	Total
			0		0.00

Remove

Est Shipping

Sub Total

0.00

GRAND TOTAL

0.00

Account String

Add

Fund *	Dept *	Unit *	Activity *	Approp *	Object *	Sub Object	Dept Object	Loc	Funct	Reporting	Program	Program Period	% Split	\$ Split
	D860													

Remove

PH – Purchase Request Form, continued

OnBase (OBServer)

Last Login: 4/25/2024 8:03:44 AM

FileHome

Home

Personal Page

Favorites

Custom Queries

Retrieval

File Cabinets

Envelopes

Query History

My Checkouts

Documents

Document Handle

Trash Can

View Map

Forms

Templates

Reporting

Workflow

Batch Scanning

Batch Processing

Imaging

PH - Purchase Request Form

Suggested Vendor(s)

Vendor Information

Add

Vendor Name	Vendor Number	MA/MAL1 Number	Commodity Code

Remove

Notes (250 Character Limit)

Specifications / Scope of Work / Links

Justification *

Supporting Documents (0)

Supporting Doc

Attach Supporting Doc

Statement of Work (0)

Statement of Work

Attach Statement of Work

Quote (0)

Quote

Attach Quote

Sole Source/CI (0)

Sole Source/CI

Attach SOLE Source/CI

Requesting Division / Office selection missing! Select Requesting Division / Office to enable submission.

Cancel

Purchase Portal Workflow

OnBase (OBServer)

Last Login: 4/25/2024 8:03:44 AM

File Home Workflow Document Queue Tools Queue Administration

Change Layout - Close This Layout Secondary Viewer Primary Viewer Refresh Apply Filter View Auto Work Override Auto-feed Route Item Take Ownership Release Ownership Execute Script Task Work Request Re-Assign

Life Cycles

Search...

- Combined Inbox
- PH - Invoice Processing
- PH - Purchase Request
 - Return to Requester (0)
 - Accountant (0)
 - Manager (0)
 - Approval \$2500+ (0)
 - Furniture/Sign Request (0)
 - Furniture/Sign Request - Pending (2)
 - Furniture/Sign Request - Complete (0)
 - Procurement - Inbox (7)
 - Procurement - Working (0)
 - Procurement - Hold (13)
 - Procurement - Order Processed (0)
 - Procurement - Completed (23)
 - PO Review (2)
 - PO Pending (6)
 - ERROR Queue (0)

Inbox - All

IC	Program Sequence #	Request Type	Requestor	Requested Amount	Purchase Request Division	Purchase Request P	Date Submitted	Assigned To
	24-002670	Purchase Order	JODIE.XIE	\$9,892.00	HOPE	SYNAPSE (FEE FUND)	4/24/2024	AUDREY.POWELL
	24-002665	P-Card	ANGI.MANZUTTO	\$2,000.00	COVID	VACCINATION EQUIP	4/24/2024	AUDREY.POWELL
	24-002692	P.O. Modification	LETICIA.MARTIN	\$565,538.95	FINANCE	BUDGET & FINANCE	4/29/2024	OMAR.ALSHIBANI
	24-002691	P-Card	NICOLE.HARDEN	\$298.00	COVID	PUBLIC HEALTH WO	4/29/2024	AUDREY.POWELL
	24-002690	P-Card	JACLYN.RUSSO	\$586.44	HOPE	SNAP ED	4/29/2024	AUDREY.POWELL

Procurement - Inbox PH - PR Procurement WF 7 Items

Inbox - All Related Items User Interaction

Primary Viewer

PH - Purchase Request Form - 4/24/2024 - 24-002670 - MYSIDEWALK, INC. - PROCUREMENT INBOX

MCDPH Purchase Request Form

Request Form

****NOTE**** This form **MUST** be submitted within **30 minutes** to ensure no lost data!

FY (20xx) Program/Procurement Sequence #

Requesting Division / Office

HOPE

- ☐ MHSA
- ☐ TOB
- ☐ RW
- ☐ RISE
- ☐ SNAP-Ed
- ☐ HIPMC
- ☒ SYNAPSE
- ☐ SRTS

ORG Support

- ☐ OCM
- ☐ OPR
- ☐ OEWD
- ☐ LIAISONS
- ☐ SPECIALIZED

EPI

- ☐ EPI

COVID

- ☐ ARPA
- ☐ EDC

Finance

- ☐ BUDGET
- ☐ GRANTS
- ☐ PROC
- ☐ LOG

PH Services

Process Flow

Accountant Queue

FileHomeWorkflowDocumentQueue ToolsQueue Administration

Change Layout

Close This Layout

Secondary Viewer

Primary Viewer

Layout

Refresh

Apply Filter

Auto Work

Override Auto-feed

Route Item

Take Ownership

Release Ownership

Execute Script Task

Accountant Approved

Send to Manager

Manager Approved

Send Back to Requester

Cancel

Upload Document

ViewActionsTasks

OnBase (OBServer)Last Login: 5/7/2024 9:05:37 AM

Life Cycles

Search...

Combined Inbox

PH - Invoice Processing

PH - Purchase Request

Return to Requester (0)

Accountant (4)

Manager (0)

Approval \$2500+ (0)

Furniture/Sign Request (0)

Furniture/Sign Request - Pending (2)

Furniture/Sign Request - Complete (0)

Procurement - Inbox (53)

Procurement - Working (1)

Procurement - Hold (15)

Procurement - Order Processed (0)

Procurement - Completed (38)

PO Review (0)

PO Pending (3)

ERROR Queue (0)

Inbox - All

Program Sequence #	Request Type	Requestor	Assigned To	Requested Amount	Purchase Request Program	Purchase Request Division	Date Submitted
24-002791	P-Card	SADIE HARRIS	MARICELA ARIZMENDI	\$149.95	IMMUNIZATIONS	PH SERVICES	5/8/2024
24-002788	P.O. Modification	CRISTINA WHITLOCK	JULIUS STATEN		ORAL HEALTH	CHILD/MATERNAL HEALTH	5/7/2024
24-002787	P.O. Modification	ANGIE MANZUTTO	MARICELA ARIZMENDI	\$500.00	VACCINATION EQUITY	COVID	5/7/2024
24-002786	P-Card	BRENDA EASTIN	ANDREW ALLEN	\$231.66	TOBACCO PREVENTION AND	HOPE	5/7/2024
24-002778	P-Card	ANGIE MANZUTTO	MARICELA ARIZMENDI	\$900.00	IMMUNIZATIONS	PH SERVICES	5/7/2024
24-002774	P-Card	KIM KING	JULIUS STATEN	\$377.93	WIC	CHILD/MATERNAL HEALTH	5/7/2024
24-002771	Purchase Order	VALERIE VILLA	BRYAN STEARLEY	\$150,474.83	ARPA - COVID RECOVERY	COVID	5/6/2024
24-002770	Purchase Order	VALERIE VILLA	BRYAN STEARLEY	\$156.14	ARPA - COVID RECOVERY	COVID	5/6/2024

AccountantInbox - AllRelated ItemsUser Interaction

Primary Viewer

PH - Purchase Request Form - 5/8/2024 - 24-002791 - AMAZON - ACCOUNTANT REVIEW

MCDPH Purchase Request Form

Request Form

NOTE This form **MUST** be submitted within **30 minutes** to ensure no lost data!

FY (20xx)
FY24

Program/Procurement Sequence #
24-002791

Requesting Division / Office

HOPE

☐ MHSA

☐ TOB

☐ RW

☐ RISE

☐ SNAP-Ed

☐ HIPPMC

ORG Support

☐ OCM

☐ OPR

☐ OEWD

☐ LIAISONS

☐ SPECIALIZED

EPI

☐ EPI

Finance

☐ FINANCE

Process Flow

Procurement - Inbox

OnBase (OBServer) Last Login: 5/7/2024 9:05:37 AM

File Home Workflow Document Queue Administration

Change Layout Close This Layout Secondary Viewer Primary Viewer Refresh Apply Filter Auto Work Override Auto-feed Route Item Take Ownership Release Ownership Execute Script Task Work Request Re-Assign

Life Cycles Search...

- Combined Inbox
- PH - Invoice Processing
- PH - Purchase Request
 - Return to Requester (0)
 - Accountant (8)
 - Manager (0)
 - Approval \$2500+ (0)
 - Furniture/Sign Request (0)
 - Furniture/Sign Request - Pending (2)
 - Furniture/Sign Request - Complete (0)
 - Procurement - Inbox (50)**
 - Procurement - Working (1)
 - Procurement - Hold (15)
 - Procurement - Order Processed (0)
 - Procurement - Completed (39)
 - PO Review (0)
 - PO Pending (3)
 - ERROR Queue (0)

IC	Program Sequence #	Request Type	Requestor	Requested Amou	Purchase Request Division	Purchase Request P	Date Submitted	Assigned To
24-002789	P.O. Modification	CRISTINA.WHITLOCK	\$9,500.00	PH SERVICES	TB	5/7/2024	OMAR.ALSHIBANI	
24-002787	P.O. Modification	ANGI.MANZUTTO	\$500.00	COVID	VACCINATION EQUI	5/7/2024	AUDREY.POWELL	
24-002785	P-Card	PAIGE.BIGELOW	\$5,274.90	ORG SUPPORT	ORGANIZATIONAL E	5/7/2024	OMAR.ALSHIBANI	
24-002784	P-Card	JACLYN.RUSSO	\$29.18	HOPE	SNAP ED	5/7/2024	AUDREY.POWELL	
24-002782	P-Card	JACLYN.RUSSO	\$577.75	HOPE	SNAP ED	5/7/2024	AUDREY.POWELL	
24-002781	P-Card	JACLYN.RUSSO	\$14.70	HOPE	SNAP ED	5/7/2024	AUDREY.POWELL	
24-002780	P-Card	JACLYN.RUSSO	\$497.47	HOPE	SNAP ED	5/7/2024	AUDREY.POWELL	
24-002779	P-Card	PAIGE.BIGELOW	\$784.11	HOPE	SYNAPSE (FEE FUND	5/7/2024	AUDREY.POWELL	
24-002778	P-Card	ANGI.MANZUTTO	\$900.00	PH SERVICES	IMMUNIZATIONS	5/7/2024	GWEN.TURENSKY	
24-002777	P-Card	CRISTINA.WHITLOCK	\$59.43	PH SERVICES	TB	5/7/2024	OMAR.ALSHIBANI	
24-002776	P-Card	CRISTINA.WHITLOCK	\$808.09	PH SERVICES	TB	5/7/2024	OMAR.ALSHIBANI	
24-002772	P.O. Modification	NORHA.MEDINA		CHILD/MATERNAL HEALTH	FAMILY HEALTH	5/7/2024	GWEN.TURENSKY	
24-002768	P-Card	JACLYN.RUSSO	\$20.00	HOPE	SNAP ED	5/6/2024	AUDREY.POWELL	
24-002767	P-Card	LETICIA.MARTIN	\$7.30	FINANCE	CONTRACTS AND PF	5/6/2024	GWEN.TURENSKY	
24-002766	P-Card	LETICIA.MARTIN	\$100.00	FINANCE	CONTRACTS AND PF	5/6/2024	GWEN.TURENSKY	
24-002764	P-Card	ADRIANA.TOSTADO	\$7,095.00	PH SERVICES	VITAL REGISTRATION	5/6/2024	GWEN.TURENSKY	
24-002761	P.O. Modification	JACLYN.RUSSO	\$250.00	HOPE	SNAP ED	5/6/2024	AUDREY.POWELL	

Procurement - Inbox PH - PR Procurement WF 50 Items

Inbox - All Related Items User Interaction

Primary Viewer

PH - Purchase Request Form - 5/7/2024 - 24-002789 - APACHE TAXI - PROCUREMENT INBOX

MCDPH Purchase Request Form

Request Form

****NOTE**** This form **MUST** be submitted within **30 minutes** to ensure no lost data!

FY (20xx) FY24 Program/Procurement Sequence # 24-002789

Process Flow

Procurement - Working

OnBase (OBServer) Last Login: 5/7/2024 9:05:37 AM

File Home Workflow Document Queue Tools Queue Administration

Change Layout Close This Layout Secondary Viewer Primary Viewer Refresh Apply Filter Auto Work Override Auto-feed Route Item Take Ownership Release Ownership Execute Script Task Order Processed Re-Assign Procurement Rejected Move to Hold Notify Requester PO Review

Life Cycles Search... Combined Inbox PH - Invoice Processing PH - Purchase Request Return to Requester (0) Accountant (8) Manager (0) Approval \$2500+ (0) Furniture/Sign Request (0) Furniture/Sign Request - Pending (2) Furniture/Sign Request - Complete (0) Procurement - Inbox (50) Procurement - Working (1) Procurement - Hold (16) Procurement - Order Processed (0) Procurement - Completed (40) PO Review (0) PO Pending (3) ERROR Queue (0)

Inbox

IC	Program Sequence #	Request Type	Requestor	Requested Amos	Purchase Request Division	Purchase Request P	Date Submitted	Assigned To
	24-002743	P-Card	KIM.KING	\$1,293.56	CHILD/MATERNAL HEALTH	WIC	5/8/2024	CHERYL.BUCALO

Procurement - Working PH - PR Procurement WF 1 Item

Primary Viewer

PH - Purchase Requisition Form - 5/8/2024 - 24-002743 - - PROCUREMENT WORKING

Purchase Requisition Form

FY (20xx) FY24 Program/Procurement Sequence # 24-002743

PO Type (DO, PN3, PDI3) P-Card Request Type P-Card

P.O. Number Final Request Type* Final Cost

Procurement Specialist CHERYL.BUCALO

Account String Add

Fund	Dept	Unit	Activity	Approp	Object	Sub Object	Dept Object	Loc	Funct	Reporting	Program	Program Period	% Split	\$ Split
532	D860	8652	WICC	1000	8040	50		WC15	ADMN		WICS	FFY24		

Remove

Attachments

Save

Process Flow

Procurement - Hold

FileHomeWorkflowDocumentQueue ToolsQueue Administration

Close This Layout

Secondary Viewer

Primary Viewer

Refresh

Apply Filter

Auto Work

Override Auto-Feed

Route Item

Take Ownership

Release Ownership

Execute Script Task

Return to Working Queue

ViewActionsTasks

Life Cycles

Search...

Combined Inbox

PH - Invoice Processing

PH - Purchase Request

Return to Requester (0)

Accountant (8)

Manager (0)

Approval \$2500+ (1)

Furniture/Sign Request (0)

Furniture/Sign Request - Pending (2)

Furniture/Sign Request - Complete (0)

Procurement - Inbox (50)

Procurement - Working (1)

Procurement - Hold (17)

Procurement - Order Processed (0)

Procurement - Completed (40)

PO Review (0)

PO Pending (6)

ERROR Queue (0)

Inbox

IC	Program Sequence #	Request Type	Requestor	Requested Amount	Purchase Request Division	Purchase Request P	Date Submitted	Assigned To
24-002776	P-Card	CRISTINA.WHITLOCK	\$808.09	PH SERVICES	TB	5/8/2024	OMAR.ALSHIBANI	
24-002765	P-Card	CRISTINA.WHITLOCK	\$2,198.00	PH SERVICES	TB	5/8/2024	OMAR.ALSHIBANI	
24-002710	P-Card	PAIGE.BIGELOW	\$2,000.00	ORG SUPPORT	ORGANIZATIONAL E	5/6/2024	OMAR.ALSHIBANI	
24-002732	P-Card	JACLYN.RUSSO	\$448.64	HOPE	SNAP ED	5/3/2024	AUDREY.POWELL	
24-002730	P-Card	JACLYN.RUSSO	\$1,318.51	HOPE	SNAP ED	5/3/2024	AUDREY.POWELL	
24-002750	P-Card	NICOLE.HARDEN	\$975.00	COVID	WORKFORCE DEVELOP	5/3/2024	AUDREY.POWELL	
24-002713	P-Card	BETH.DEPPA	\$350.00	COVID	HEALTH DISPARITIES	5/2/2024	AUDREY.POWELL	
24-002707	P-Card	ANGI.MANZUTTO	\$79.00	COVID	VACCINATION EQUI	5/2/2024	AUDREY.POWELL	
24-002690	P-Card	JACLYN.RUSSO	\$586.44	HOPE	SNAP ED	5/2/2024	AUDREY.POWELL	
24-002667	P-Card	JACLYN.RUSSO	\$78.05	HOPE	SNAP ED	4/24/2024	AUDREY.POWELL	
24-002655	P-Card	BRENDA.EASTIN	\$811.86	HOPE	TOBACCO PREVENTI	4/24/2024	AUDREY.POWELL	

Procurement - HoldPH - PR Procurement WF17 Items

Inbox

Related Items

User Interaction

Primary Viewer

PH - Purchase Requisition Form - 3/25/2024 - 24-002301 - - PROCUREMENT HOLD

Purchase Requisition Form

FY (20xx)

FY24

PO Type (DO, PN3, PDI3)

P.O. Number

Procurement Specialist

AUDREY.POWELL

Program/Procurement Sequence #

24-002301

Request Type

P-Card

Final Request Type*

P-Card

Final Cost

Account StringAdd

Process Flow

Procurement – Order Processed

OnBase (OBServer) Last Login: 5/7/2024 9:05:37 AM

File Home Workflow Document Queue Tools Queue Administration

Close This Layout Secondary Viewer Primary Viewer Change Layout Refresh Apply Filter Auto Work Override Auto-feed Route Item Take Ownership Release Ownership Execute Script Task Return to Working Queue Notify Requester Return to Requester Completed

Life Cycles Search... Combined Inbox PH - Invoice Processing PH - Purchase Request Return to Requester (0) Accountant (8) Manager (0) Approval \$2500+ (1) Furniture/Sign Request (0) Furniture/Sign Request - Pending (2) Furniture/Sign Request - Complete (0) Procurement - Inbox (50) Procurement - Working (1) Procurement - Hold (17) Procurement - Order Processed (62) Procurement - Completed (40) PO Review (0) PO Pending (6) ERROR Queue (0)

Inbox - All

IC	Program Sequence #	Request Type	Requestor	Requested Amount	Purchase Request Division	Purchase Request P	Date Submitted	Assigned To
24-002777	P-Card	CRISTINA.WHITLOCK	\$59.43	PH SERVICES	TB	5/8/2024	OMAR.ALSHIBANI	
24-002774	P-Card	KIM.KING	\$377.93	CHILD/MATERNAL HEALTH	WIC	5/8/2024	GWEN.TURENSKY	
24-002783	P-Card	ANA.ROMERO	\$4,578.17	PH SERVICES	VITAL REGISTRATION	5/8/2024	GWEN.TURENSKY	
24-002773	P-Card	CRISTINA.WHITLOCK	\$76.36	PH SERVICES	TB	5/8/2024	OMAR.ALSHIBANI	
24-002775	P-Card	CRISTINA.WHITLOCK	\$132.35	PH SERVICES	TB	5/8/2024	OMAR.ALSHIBANI	
24-002763	P-Card	CRISTINA.WHITLOCK	\$640.00	PH SERVICES	TB	5/8/2024	OMAR.ALSHIBANI	
24-002687	P-Card	BRENDA.EASTIN	\$390.14	CHILD/MATERNAL HEALTH	MCH STRATEGY	5/7/2024	GWEN.TURENSKY	
24-002769	P-Card	LADONNA.BALLARD	\$1,000.00	DIRECTOR	DIRECTOR	5/7/2024	OMAR.ALSHIBANI	
24-002759	P-Card	CRISTINA.WHITLOCK	\$73.36	PH SERVICES	STD	5/6/2024	OMAR.ALSHIBANI	
24-002726	P-Card	CRISTINA.WHITLOCK	\$8,352.73	PH SERVICES	TB	5/6/2024	OMAR.ALSHIBANI	
24-002733	P-Card	JACLYN.RUSSO	\$51.44	HOPE	SNAP ED	5/3/2024	AUDREY.POWELL	

Procurement - Order Processed PH - PR Procurement WF 62 Items

Inbox - All Related Items User Interaction

Primary Viewer

PH - Purchase Requisition Form - 5/8/2024 - 24-002777 - SUPPLY WORKS - PLACED ORDER

Notes

PH - PCard Purchase Request

Vendor Name	Amount Charged	Date Purchased	Date Reallocated	MA #	Description	Tax RQRD	Tax Paid
SUPPLY WORKS	\$59.54	05/08/2024		16154-RFP	Kleenex	Y	Y

Total Price \$59.54

Use Tax Required
☐ YES
☒ NO

Process Flow

Procurement – Completed

OnBase (OBServer) Last Login: 5/7/2024 9:05:37 AM

File Home Workflow Document Queue Administration

Change Layout Close This Layout Secondary Viewer Primary Viewer Refresh Apply Filter Auto Work Override Auto-feed Route Item Take Ownership Release Ownership Execute Script Task Send to Order Processed

Life Cycles

- Combined Inbox
- PH - Invoice Processing
- PH - Purchase Request
 - Return to Requester (0)
 - Accountant (8)
 - Manager (0)
 - Approval \$2500+ (1)
 - Furniture/Sign Request (0)
 - Furniture/Sign Request - Pending (2)
 - Furniture/Sign Request - Complete (0)
 - Procurement - Inbox (50)
 - Procurement - Working (1)
 - Procurement - Hold (17)
 - Procurement - Order Processed (62)
 - Procurement - Completed (40)**
 - PO Review (0)
 - PO Pending (6)
 - ERROR Queue (0)

IC	Program Sequence #	Request Type	Requestor	Requested Amount	Purchase Request Division	Purchase Request P	Date Submitted	Assigned To
24-002762	P.O. Modification	CRISTINA.WHITLOCK	\$1,000.00	PH SERVICES	MEDICAL & LAB	5/8/2024	OMAR.ALSHIBANI	
24-002697	P-Card	LETICIA.MARTIN	\$278.68	FINANCE	CONTRACTS AND PH	5/7/2024	GWEN.TURENSKY	
24-002696	P-Card	LETICIA.MARTIN	\$208.51	FINANCE	CONTRACTS AND PH	5/7/2024	CHERYL.BUCALO	
24-002756	Purchase Order	CRISTINA.WHITLOCK	\$868.80	PH SERVICES	HIV	5/6/2024	OMAR.ALSHIBANI	
24-002712	P.O. Modification	BRYAN.STEARLEY	\$24,850.00	COVID	ARPA - COVID RECO	5/3/2024	AUDREY.POWELL	
24-002729	P-Card	CRISTINA.WHITLOCK	\$879.66	PH SERVICES	PHARMACY	5/2/2024	OMAR.ALSHIBANI	
24-002702	P-Card	LIZETTE.MIER	\$1,011.08	ORG SUPPORT	PREPAREDNESS AND	5/2/2024	OMAR.ALSHIBANI	
24-002701	P-Card	LIZETTE.MIER	\$2,378.84	ORG SUPPORT	PREPAREDNESS AND	5/2/2024	OMAR.ALSHIBANI	
24-002685	Purchase Order	LIZETTE.MIER	\$135.39	ORG SUPPORT	PREPAREDNESS AND	5/2/2024	OMAR.ALSHIBANI	
24-002679	P-Card	CRISTINA.WHITLOCK	\$5,250.00	PH SERVICES	MEDICAL & LAB	5/2/2024	OMAR.ALSHIBANI	
24-002684	P-Card	CRISTINA.WHITLOCK	\$1,228.64	PH SERVICES	HIV	5/2/2024	OMAR.ALSHIBANI	
24-002678	P-Card	CRISTINA.WHITLOCK	\$106.90	PH SERVICES	MEDICAL & LAB	4/30/2024	OMAR.ALSHIBANI	
24-002673	P-Card	CRISTINA.WHITLOCK	\$385.20	PH SERVICES	MEDICAL & LAB	4/29/2024	OMAR.ALSHIBANI	
24-002680	P-Card	LADONNA.BALLARD	\$218.90	DIRECTOR	DIRECTOR	4/29/2024	GWEN.TURENSKY	
24-002662	P.O. Modification	NORHA.MEDINA		CHILD/MATERNAL HEALTH	FAMILY HEALTH	4/29/2024	GWEN.TURENSKY	
24-002663	Purchase Order	NORHA.MEDINA	\$378.24	CHILD/MATERNAL HEALTH	FAMILY HEALTH	4/29/2024	GWEN.TURENSKY	
24-002676	P-Card	BRENDA.EASTIN	\$157.42	HOPE	TOBACCO PREVENTI	4/26/2024	AUDREY.POWELL	
24-002642	P-Card	NICOLE.HARDEN	\$39.96	DIRECTOR	DIRECTOR	4/26/2024	GWEN.TURENSKY	
24-002641	P-Card	ADRIANA.TOSTADO	\$15.99	PH SERVICES	VITAL REGISTRATION	4/26/2024	GWEN.TURENSKY	

Procurement - Completed PH - PR Procurement WF 40 Items

Inbox Related Items User Interaction

Primary Viewer

PH - Purchase Requisition Form - 5/8/2024 - 24-002762 - AIRGAS INC - COMPLETED

Purchase Requisition Form

FY (20xx)
FY24

Program/Procurement Sequence #
24-002762

Process Flow

Custom Queries

PH – Purchase Request Status

OnBase (Observer) Last Login: 5/7/2024 9:05:17 AM

File Home

Home Personal Page Favorites Custom Queries Retrieval File Cabinets Envelopes Query History My Checkouts Trash Can View Map Forms Templates Reporting Workflow Batch Scanning Batch Processing

Custom Queries

PH - Purchase Request Status

Search for: PH - Purchase Request Form, PH - Purchase Requisition Form

Date Options

From To

PH - Program Sequence #

PH - Requestor Name

PH - Vendor Name

Search Clear

OnBase (Observer) Last Login: 5/7/2024 9:05:17 AM

File Home Document

Home Personal Page Favorites Custom Queries Retrieval File Cabinets Envelopes Query History My Checkouts Trash Can View Map Forms Templates Reporting Workflow Batch Scanning Batch Processing

Custom Queries

PH - Purchase Request Status - Search Results: 2 Document(s)

Icon	PH - Program Sequence #	Procurement User	Document Name	Status	PH - Requestor Name	PH - Vendor Name	Accountant	Manager
Yx	24-000653	OMAR.ALSHBANI	PH - Purchase Requisition Form - 8/22/2023 - 24-000653 - RESULTANT, LLC - COMPLETED	COMPLETED	JULIUS.STATEN	RESULTANT, LLC		
	24-000653	OMAR.ALSHBANI	PH - Purchase Request Form - 8/22/2023 - 24-000653 - RESULTANT, LLC - COMPLETED	COMPLETED	JULIUS.STATEN	RESULTANT, LLC	ALICE.SHEDO	

Document Viewer

Department Training



Microsoft Word
Document

Training Guide for Purchase Portal Users



MP4 File

TEAMS Training for Purchase Portal Users

Purchasing Request Routing Form

PH - Purchase Request Routing Form - 6/20/2023 -

FileDocument

KeywordsCross-ReferencesHistory

Revisions

Send ToPrintDeleteCheck OutDocuSign

View NotesList

PH - Standard NotePH - Delete NotePH - Purchase RequestPH - Reject NotePH - Return to RequestorPH - Standard NoteStandard Note

Delete NotePrivacy OptionsRepeat Notes Mode

InformationActionsNotes

PH - Purchase Request Routing Form - 6/20/2023 -

MCDPH Purchase Request Routing Form

Procurement Specialist - 1
Gwen.TURENSKY

Procurement Specialist - 2

Procurement Specialist - 3

Procurement Specialist - 4
OMAR.ALSHIBANI

Procurement Email - 1
Gwen.Turensky@maricopa.g

Procurement Email - 2

Procurement Email - 3

Procurement Email - 4
Omar.AlsHibani@maricopa.g

PH - Purchase Request Approval

Add

Requesting Division	Requesting Program	Accountant	Procurement	Accountant 2nd	Accountant 3rd	
HOPE	MENTAL HEALTH & SUBSTANCE ABUSE	ROBIN.PEIFER	AUDREY.POWELL	JODIE.XIE	ANDREW.ALLEN	Remove
HOPE	TOBACCO PREVENTION AND CESSATION	ANDREW.ALLEN	AUDREY.POWELL	ROBIN.PEIFER	JODIE.XIE	Remove
HOPE	RYAN WHITE (INCLUDING EHE)	ALAINA.RINNE	OMAR.ALSHIBANI	CYNTHIA.PLATO	CHANTIE.COLEMAN	Remove
HOPE	RESILICENCY, IMPACT, SUSTAINABILITY AN	CYNTHIA.PLATO	AUDREY.POWELL	CHANTIE.COLEMAN		Remove
HOPE	SNAP ED	JODIE.XIE	AUDREY.POWELL	ROBIN.PEIFER	ANDREW.ALLEN	Remove
HOPE	HIPMC	ROBIN.PEIFER	AUDREY.POWELL	ANDREW.ALLEN	JODIE.XIE	Remove
HOPE	SYNAPSE (FEE FUND)	JODIE.XIE	AUDREY.POWELL	ROBIN.PEIFER	ANDREW.ALLEN	Remove
EPI	EPI	LETICIA.MARTIN	GWEN.TURENSKY	LADONNA.BALLARD		Remove
PH SERVICES	STD	M.CORA	OMAR.ALSHIBANI	ISSMENE.DELGADO		Remove
PH SERVICES	TB	M.CORA	OMAR.ALSHIBANI	ISSMENE.DELGADO		Remove
PH SERVICES	HIV	M.CORA	OMAR.ALSHIBANI	ISSMENE.DELGADO		Remove
PH SERVICES	REFUGEE	M.CORA	OMAR.ALSHIBANI	ISSMENE.DELGADO		Remove

Completed P-Card Transaction

Primary Viewer

PH - Purchase Requisition Form - 5/2/2024 - 24-002702 - GRAINGER - COMPLETED

Account String														Add
Fund	Dept	Unit	Activity	Approp	Object	Sub Object	Dept Object	Loc	Funct	Reporting	Program	Program Period	% Split	\$ Split
532	D860	8610	EMRT	1000	8040	10					PHEP	FY24	100	
														Remove

P-Card Section

Notes

PH - PCard Purchase Rquest								Add
Vendor Name	Amount Charged	Date Purchased	Date Reallocated	MA #	Description	Tax RQRD	Tax Paid	
GRAINGER	\$857.73	05/02/2024	05/06/2024	200174	2 way radio	Y	Y	
							Remove	

Total Price

857.73

Use Tax Required

☐ YES

☒ NO

Attachments

P-Card Receipt (2)

Supporting Doc

[PH - Supporting Doc - 5/2/2024 - P-CARD RECEIPT - \[Remove\]](#)

[PH - Supporting Doc - 5/3/2024 - P-CARD RECEIPT - \[Remove\]](#)

Completed Purchase Order Transaction

Primary Viewer

PH - Purchase Requisition Form - 4/26/2024 - 24-002681 - GOOLAM SABER CHAVOOS - COMPLETED

FY24

PH - Purchase Requisition Form - 4/26/2024 - 24-002681 - GOOLAM SABER CHAVOOS - COMPLETED

PO Type

DO

P.O. Number

240000007135-1

Procurement Specialist

AUDREY.POWELL

24-002681

Request Type

Purchase Order

Final Request Type *

Purchase Order

Final Cost

\$10,000.00

Account String

Add

Fund	Dept	Unit	Activity	Approp	Object	Sub Object	Dept Object	Loc	Funct	Reporting	Program	Program Period	% Split	\$ Split
532	D860	8658	SCNT	1000	8120	50					SNAPED	FFY24		

Remove

PO Creation Section

Vendor Name

Goolam Saber Chavoos

MA #

230141

Notes

Sent for review 4/28/24
Sent PO to requester 5/3/24
Saved PO to PRF 5/3/24

Attachments

Purchase Order (1)

Supporting Doc

PH - Supporting Doc - 5/3/2024 - PURCHASE ORDER - [Remove]

Attach Purchase Order



Observations/Benefits

- Decreased processing time
- Decreased P-Card rejects
- Increased visibility to all parties involved
- Continuity of operations is secured
- Increased accountability & transparency
- Reduced paperwork & file storage



Next steps

PURCHASE PORTAL PHASE 2

- Integration with Advantage
- Enhanced reporting
- Notifications
- Vendor field changes/enhancements
- Return to Requestor queue changes
- Enhanced document names



Any Questions?



Thank You