



BUSINESS SERVICES

Striving to serve you with excellence!

September 2016

Third Quarter, Volume 3



Banner tip of the Day...

When entering requisitions, do you ever get stuck with error messages...especially when you get to the FOAPAL area? Here is a "TIP" that is sure to help. If you have tried, more than twice, to complete a Requisition but keep getting that annoying red (), this tip will almost always get you through.

Clear out the entire FOAPAL area...YES...the H, the Index and anything else that is still showing up in that area, whether you know it is correct or not. Start over with just the H and the Index number in those two areas ONLY before you click Validate. Your Fund and Program will populate for you and the Index jumps to the Organization area. This is all good to see and all that is left to enter is your Account Code and your Accounting Amount then click Validate again, one last time. You will, at last, get the green check mark with no errors and be able to click Complete for your Requisition number. It works

Business Services is here to assist you with your business needs as provided by our various units...

Welcome to FY2016/2017! With this new Fiscal Year, may we suggest that you take some time to review and see what you can learn about the Procurement process and how it relates to you and your department? We hope that you will find valuable and timely information in this newsletter that will assist you in understanding the business processes that support the UAH community.

How about that Website???

You might be surprised to find out what's available to you on the Business Services Website! Be sure to check it out... ([more](#))

- The Business Services Website has a wealth of information that you may not even know is available to you. Take a look at just a small sampling of the things you can find on the Business Services Website:
- Business Services Manual (click on a page number in the Table of Contents and it takes you right to that page!)
- Instructions on how to complete a Contract for Professional Services
- Open Bid information
- Listing of commonly used Banner Account Codes
- UAH Taxpayer Identification Number (W-9) Form
- UAH State Tax Exempt Form
- Request for Vendor to complete a Taxpayer Identification Number (W-9) Form
- Procurement Officers listed by commodity
- Procurement Card Information
- Central Receiving and Mail Services Information
- Copy Center and Telecommunications information
- ...and much, much more!

So, bookmark this website and visit often. You'll be surprised how helpful it could be!
<http://www.uah.edu/business-services>

Open Bids (computers, t-shirts, etc.)...

As you know, UAH is required to comply with the Alabama Competitive Bid Law (\$15,000 or more for single or like items, per fiscal year, campus wide). In an effort to meet this requirement, the University has established several open bids for unspecified quantities, during specific time frames. In addition, we are able to utilize bids established by UA, UAB and other consortiums. If an open bid meets your needs, then the normal bidding time is not a factor in your procurement process. Before submitting your requisition, or making a purchase with your Procurement Card, we invite you to check out our web page to see the Open Bid Information that is posted for your convenience. Please check this site for periodic updates (such as the new t-shirt bid) to our Open Bid Information listing.

Reminder...

*****Working copies of Requisitions***** - There are times when a department will fax, email, or mail a copy of a requisition that is intended to be used as backup for the requisition, however this is not

...but if all else fails do not hesitate to contact **Judy Curtis**, at **256-824-2552** for help with any Banner Requisition entry problems or for Banner Training Classes.

Contacts and Links (click below to access)

Business Services
Staff Contact
Information

Procurement Officer
Contact by Commodity

Procurement Card
Program

Find out more about the UAH Procurement Card Program and how it can help you and your department. ([more](#))



needed in Procurement. The type of documents that are needed are: invoices, quotes, event flyers, pass port information, or any pertinent documentation. If additional information is requested the processor of your requisition will contact you directly.

Central Shipping & Receiving... Got surplus? What to do with it? Who to contact?

Every department and center at the University deals with the subject of surplus equipment, furniture, office supplies and etc. Please remember, all University purchased property deemed unusable by the department is subject to the University's surplus policy procedure. Hopefully, this short guide will answer the basic questions as what to do with your department's surplus material. Feel free to contact Central Receiving with any further questions or comments or email us at <http://www.uah.edu/business-services/faculty-staff/central-receiving/about>

Consider the following before declaring equipment or materials as surplus:

1. For computers, computer related equipment, cables, and accessories - Contact the Office of Information Technology OIT. OIT maintains a storeroom of used equipment to service the campus community. Email the department at tag@uah.edu and simply list the equipment available, location and contact information. A representative will later visit and evaluate for reuse.
2. Consider a trade in for new equipment purchases. Contact a buyer at Procurement Services at 256.824.6484 or purch@uah.edu for details.
3. Offer equipment, furniture, and office supplies to other University departments or centers for transfer. Equipment with active asset tags require a Property Relocation Form to be completed. Contact the Asset Management Department at 256.824.6315 or crb@uah.edu for details and instructions.
4. If the surplus is suspect of containing radioactive or hazardous material, please contact the University's Office of Environmental Health and Safety at 256.824.2171 for evaluation. Central Receiving cannot accept hazardous material or surplus contaminated with hazardous material.

***Note:** Any surplus property currently at the warehouse can be viewed and claimed, for use by the department, during Central Receiving's normal business hours of 8:15 AM to 5:00 PM - Monday through Friday.*

For surplus ready for pickup:

1. Complete a Surplus Pickup Request Form and fax to 256.824.7448, or email to crb@uah.edu or send through campus mail addressed to Central Receiving.
2. Prior to the scheduled pickup - Clean, segregate, and clearly label all items as SURPLUS.
3. For personal computers and servers containing hard drives - Insure that data is appropriately disposed of prior to surplus.
4. Departments are welcome to drop off surplus at the Central Receiving warehouse. Please prepare a Surplus Pickup Request Form prior to the drop off. Contact Central Receiving at **256.824.6315** for details and directions.

Asset Management - Equipment Purchases...

Business Services conducted a survey of the state funded University's in reference to Asset Management. We discovered that the majority of the four-year University's in Alabama do not tag assets below \$5,000.00. Beginning October 1, 2017, Asset Management will no longer tag / track any equipment purchased under \$5,000.00, with the exception of computers (desktops, laptops, ipads,

**Banner...Helpful
Links** (click below to
access)

Requisition Entry
Workbook

Requisition
Approval Workbook

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**Other Important
Links** (click below to
access)

Copy Center

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etc.) that are \$1,000.00 and over; and federally purchased/acquired equipment regardless of cost.

Procurement Cards... (Reminders)

PCARD Transactions - All Procurement Card transactions that have posted in WORKS with a transaction date of September 30 or prior should be reconciled by noon on October 1. This will ensure that September transactions will post to FY2016. Do not reconcile any transactions with an October transaction date prior to October 1. The due date for turning in Septembers Reconciliation packets will be extended to the 7th of October.

Procurement Card (PCard) – Amazon Purchases

While not expressly prohibited, departments that order through Amazon are accountable for compliance with the following requirements and must take into account the potential negative impact their purchase may have on the University.

- Applying for Amazon Tax Exemption Program is not permitted due to the requirement to accept Amazon's terms and conditions.
- Office Supplies must be purchased from the contract supplier (currently Staples).
- Items purchased must not be available through a contract supplier.
- All Amazon purchases must be in alignment with the Allowable P-Card Purchases, as provided on our website.

If ever you have any questions about a purchase, please contact us before you make the purchase to ensure that it is an allowable expense.

Copy Center... (Process for Business Card, letterhead & Envelopes)

All new business card, letterhead and envelope requests must be submitted to the Office of Marketing and Communications (OMC) for design. The point of contact for OMC is Patti Sparkman (x6414). OMC requires that you complete a design request form which is available at:

http://www.uah.edu/images/administrative/communications/omc_design_request_form.pdf

OMC will design your item and send it to you for approval. Once you've approved it, OMC will send the file to the UAH Copy Center for printing.

Please note: This procedure also applies when any changes are being made to your file (such as a change to title, room number, etc.).

The UAH Copy Center will need a printing order completed prior to printing your business card, letterhead or envelopes. This is in addition to the form required by OMC. Printing request forms are available at the UAH Copy Center or online at:

<http://www.uah.edu/images/administrative/businessservices/businesscardletterheadenvelopeorderforms2016.pdf>

If you have any questions please contact the UAH Copy Center at (256)824-6383 or copycenter@uah.edu

Information regarding sending On-Site Mail...

Mail Services would like to ask everyone if you are using an envelope with the metal clasp on it for outgoing off campus mail to please make sure it is bent completely down with the envelope when closing. We are having some problems with the envelopes getting caught in the mail meters if they are not closed properly. We would like to prevent any damage to the mail meters on outgoing mail.

Also we would like to remind everyone that we start our mail delivery each day at 11 0'clock. Please have all campus and off campus mail in your designated drop off locations by 11 am each day to insure that it is processed that day.

All outgoing mail leaves each day at 2:30pm. To give mail services time to process mail, please have it in the mailroom no later than 2:00 pm. If you'd like to drop off your outgoing mail at the NEW copy/mail services outlet, have it there by 11:00 am to go out that day. All personal mail and the purchase of stamps are handled at the Copy/Mail Service Outlet Located in Charger Union Room 121.

Hours of Operation 8:15 am to 5:00 pm, Monday – Friday

Mail Services (Central Receiving Annex) **Phone: 256.824.6116**

Copy and Mail Services Outlet (Charger Union)

Phone: 256.824.6964 Fax: 256.824.5801

Telecommunications

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Contact Us

UAH Business Services

Ph:256-824-6484

bussvcs@uah.edu

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Telecommunications ... Helpful Information...

Conference Calling: If you see the letters “Conf” above one of the soft keys on your phone, this means you have conference calling. The most common type of conferencing allows you to have yourself and 5 other callers on the phone with you. The other callers can either be on campus or off campus; you just have to call them. The system limit is six total callers including yourself.

Autodial: If you see the letters “AutoDI” above one of the soft keys on your phone, it means you have a key with the auto-dial feature on it. (Autodial keys are beside the keys on the M3903 and M3904 sets). You can program up to sixteen digits into this key. You just have to press the key, enter the digits and press the key again and it's programmed. Then, to use it, you can either pick up the handset that has a speaker on it to obtain dial tone, and then press your auto-dial key and the number will automatically dial! Don't forget to put in a “9” if it is a call outside the campus. For example: press the auto-dial key, put in 9-256-533-1990 and press the auto-dial key again and you're programmed up!

Call Forward: If you see the word “Forward” on your phone you have the call forward option. This has several useful functions. First, if you are out of the office, you can forward your phone to someone else to answer it for you. Just press the forward button, input the four digits and forwarded! However, it's most useful function is when you want to be left alone. If you have voice mail, just press forward, input 2000 and press forward again. Presto! Your calls are then forwarded to voice mail and your phone will NOT ring at the telephone set. Remember to cancel this feature when you want to receive calls again.

Did you know you already have a re-dial key programmed on your phone? That's right. If you press the little green key on your phone (after you obtain dial tone) it will re-dial the last number you dialed. Try it! It's fast!