INTRODUCTION

Business Services

Business Services provides centralized procurement and communication services to the University of Alabama in Huntsville (UAHuntsville) Community and is organized within the Finance and Administration Division of the University of Alabama in Huntsville. Procurement and communication services must conform to Federal, State, and University purchasing codes, statutes, and policies. As the primary University interface for campus departments and hundreds of businesses, Business Services is especially responsible for projecting a positive and professional image for the University.

Business Services comprises Procurement Services, Central Receiving & Shipping/Inventory Control, Mail Services, Telecommunication Services, and the UAHuntsville Copy Center (see the Business Services Organizational Chart on the following page). Business Services strives to provide quality service with the highest possible degree of proficiency. We welcome any comments or suggestions to improve customer service. Staff members are available to conduct training workshops to assist departments with understanding these policies and procedures.

Policies and Procedures Manual

The Policies and Procedures Manual consists of seven modules, corresponding to the various departments within Business Services. The purpose of this manual is to help the University Community better understand the laws and guidelines by which Business Services must operate. These policies and procedures are subject to change in our rapidly evolving environment (e.g., computer systems, software, administrative procedures, and state laws). Therefore, we may need to update and revise portions of the manual from time to time.

The Policies and Procedures Manual incorporates Alabama State laws, University regulations, and good business practices. This manual also incorporates special requirements imposed by agencies that fund certain University programs.

The policies and procedures contained herein should be used under normal operating circumstances. Exceptions are allowed when, in the opinion of the Associate Vice President for Business Services and/or the Vice President for Finance and Administration, they appear to be in the best interest of the University. Exceptions must be properly justified and documented.

This manual has been designed to address most situations; however, it cannot cover all eventualities. It has been approved by the Associate Vice President for Business Services and the Vice President for Finance and Administration. Please contact Business Services if you have questions or suggestions for improving this manual.

(Rev. 4/08)
Procurement Services

Policies and Procedures

(Rev. 4/08)
# PROCUREMENT SERVICES

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I. GENERAL

I.1. Objective
The primary objective of Procurement Services is procuring, in the most efficient and cost effective manner, the goods and services that support the education, research, and service efforts of The University of Alabama in Huntsville (UAHuntsville), while complying with the Federal and State statutes and University policies that govern institutional purchases.

Procurement Services is located in the Business Services Building on John Wright Drive, phone number 824-6484.

I.2. Policy
Procurement Services’ responsibilities include:

- Providing Requisition Training Classes
- Issuing Purchase Orders
- Generating Requests for Quotations/Bids
- Providing Petty Cash reimbursements
- Providing insurance coverage on all buildings and their contents
- Processing Contracts for Professional Services
- Managing Limited Purchase Orders
- Managing equipment maintenance agreements
- Providing applications for American Express Corporate Card and Diners Club

I.3. Authority
Procurement Services has been vested with the sole authority to obligate University funds to outside vendors; therefore, procedures must assure honesty, integrity, and fairness.

II. REQUISITIONS

II.1. Approval of Requisitions
Departments must obtain electronic approvals on all Requisitions before they are submitted to Procurement Services. Only Budget Unit Heads and those persons to whom signature authorization has been delegated have authority to issue and sign / electronically approve Requisitions.
Departments must provide signature authorizations to Accounting and Financial Reporting on Signature Authorization Form Auth_Sig.xls for input into the purchasing database. This form is available at www.uah.edu/admin/Budget/Forms/. “Click on Auth_Sig.xls.” The purchasing database is a component on the UAHuntsville Banner for Finance purchasing module. Allow three days for signature corrections, additions, and deletions to appear in the purchasing database.

NOTE: Accounting & Finance maintains records of signature authorizations. Signature authorizations are required to expend funds against University accounts. All authorized signatures and budget account balances for 7000 and 8000 account codes are verified through the purchasing database for each Requisition submitted.

The following Requisitions must be electronically approved according to Table PS-1.

Table PS-1, Electronic Approvals

<table>
<thead>
<tr>
<th>Requisitions for:</th>
<th>Individual/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>All fund 2xxxx accounts and cost sharing fund 159xxx accounts that are companion accounts to 2xxxx accounts</td>
<td>Office of Sponsored Programs</td>
</tr>
<tr>
<td>Expenditures associated with equipment, computers, peripherals, software, audio/video, and contracted services against fund 2xxxx accounts and cost sharing fund 159xxx accounts that are companion accounts to 2xxxx accounts</td>
<td>Office of Sponsored Programs</td>
</tr>
<tr>
<td>Any individual purchases over $25,000.00</td>
<td>Vice President for Finance and Administration</td>
</tr>
<tr>
<td>Radioactive supplies</td>
<td>Environmental Health &amp; Safety</td>
</tr>
<tr>
<td>Vehicles, purchase or lease</td>
<td>Facilities &amp; Operations</td>
</tr>
</tbody>
</table>

II.2. Requisition Procedure

To procure goods and/or services, departments must submit an electronic Requisition in the on-line UAHuntsville Banner Self-Service Requisitioning System.

Users of the on-line system must first complete the Banner Finance Self-Service Request Form (FSS) (Figure PS-1) and forward it to the Budget Office to obtain access. The Budget Office processes the set-up for new Finance users and security for all Finance users. Users must also attend Requisition training classes provided by Procurement Services. To register for training visit the following website: http://echo.uah.edu/cns_training/schedule.php.
Departments will enter and approve Requisitions in the UAHuntsville Banner Self-Service Requisitioning System. For detailed instructions on entering and approving electronic Requisitions, please refer to the UAH Banner Self-Service Requisitioning Workbook that you received during your Requisition entry training.

All Requisitions require an Account Number, or FOAPAL, which consists of:

- Fund, which replaces the General Ledger account number
- Organization Code, which replaces the SL account number (which consisted of the six digits of a previous FRS account number)
- Account Code, which replaces the Subcode
- Program, which identifies the expense purpose

Sufficient budget funds must be available before entering a Requisition. There is no longer an “Insufficient Funds” override.

All Requisitions must receive appropriate electronic approvals before being forwarded to Procurement. Departmental copies of Requisitions and Purchase Orders may be printed by the user at his or her convenience.

Ordinary Requisitions are subject to the normal purchasing process of review and approval, which requires a minimum of three working days. Emergency Requisitions may be “walked thru” in a matter of hours. See section II.4, “Walk-thru (RUSH) Requisitions.”

The end result of the requisition procedure is a Purchase Order. See Figure PS-2 for a flow diagram of the requisition procedure. Also see Section II.9, “Requisition-to-Purchase-Order Procedure.” For information on Change Orders, see Section II.10, “Requisition-to-Change-Order Procedure” or Section IV, “Change Orders.”

II.3. Creating a Requisition

**DATA ENTRY**

From the on-line Finance menu, click on “Requisition.” The user can create a new Requisition or use a template.

1. Enter Vendor ID (not required) and select Vendor Validate (if you entered a Vendor ID) to default related information. requester information defaults from values defined on the User Profile. Defaulted information can be modified.

2. Select the Document Text link to attach text to the Requisition. Document Text is for information related to the overall Requisition.

   - Text to be printed at the beginning of the Purchase Order may include delivery or special handling instructions.
• Text that does not print may include notes to Procurement about attachments, for example.

3. Enter Commodity, Unit of Measure, Quantity, and Unit Price information.

4. Select Item number link to add Item Text for a specific commodity or item. Item Text would include additional descriptive information for the item being requested. These are just a few examples of Item Text:
   • For supplies or equipment, Item Text may include stock number, brand, model number, features, measurements, or finishes.
   • For a contract payment, Item Text may include period of performance, contract number, or payment number.
   • For an airline ticket, Item Text may include the name of the traveler, destination, and dates of travel.

5. Enter “H” for Chart and the Organization Code(s) for Index. Click Validate to populate the Fund, Organization, and Program fields. If another FOAPAL is to be used, enter a new Index and click Validate. Do not change the Fund, Organization, or Program fields. Each Requisition is limited to five FOAPAL entries.

6. Enter the Account Code. See Figure PS-3 for Commonly Used Banner Account Codes.

7. Choose whether to distribute the Net Amount by Dollars or Percents.
   • If Dollars is selected, enter the amount for each FOAPAL in the Accounting field. The dollar amounts must equal the Net Amount. Do not use the dollar symbol.
   • If Percents is selected, enter the percentage required for each FOAPAL in the Accounting field. For percents, the total of all amounts in Accounting must be 100. Do not use the percent symbol.

8. Click on Validate to validate calculations and codes and check for errors. Error messages are displayed if data is missing or invalid. Contact Procurement Services if unable to resolve an error message.
9. If the box “Document Validated with no errors” has a check mark, click on Complete to post the Requisition in the approval process. The Requisition will have a number and funds will be reserved for the Requisition.

A Requisition must be completed once it is started or all information will be lost. You cannot save a document or leave it in process.

APPROVALS

Once a Requisition has been entered and completed, it must be posted and approved. Only an authorized person can approve a Requisition after it has been entered. All Requisitions must receive all appropriate electronic approvals in the approval process before being forwarded to Procurement.

ATTACHMENTS

Attachments must be mailed, faxed, or hand-delivered to Procurement. Attachments might include a contract, maintenance agreement, registration form, travel authorization, etc. Attachments must reference the Requisition number.

Refer to your UAH Banner Self-Service Requisitioning Workbook for more detailed instructions. To register for training visit the following website: http://echo.uah.edu/cns_training/schedule.php.

II.4. Walk-Thru (RUSH) Requisitions

In an emergency, departments can process RUSH Requisitions by walking them through the purchasing process. Walk-thru hours are 9:00 – 10:00 a.m. and 2:00 – 3:00 p.m., Monday through Friday. Walk-thru time exists for emergencies only and does not replace the normal requisitioning process.

PROCEDURE

Data Entry: For emergency processing, enter “RUSH” in the Commodity Code field of the “Line Items and Commodities Screen” in Self-Service Banner. Follow the steps in Section II.3 to complete the remainder of the Requisition. Repeat those steps as needed for additional items. Enter the Commodity Code “RUSH” only for the first item. Refer to the UAH Banner Self-Service Requisitioning Workbook for more information.

Approvals: For insufficient budget balance, refer to your budget statement and/or contact the Budget Office at 824-2241.
To obtain approvals for contract-funded equipment, email the appropriate Contract Administrator in the Office of Sponsored Programs.

The department is responsible for obtaining approvals and finalizing all other transactions.

**Notifying Purchasing:** Once all signatures and supporting documentation are complete, email Procurement Services at purch@uah.edu. Type “Walk-thru” and the Requisition number in the subject line. Write the Requisition number on all attachments and fax, mail, or hand deliver attachments to Procurement Services (see Table PS-2).

**Picking up the Purchase Order:** The Requisition will be assigned to a Procurement Officer. Procurement Services will notify the department when the Purchase Order is ready for pick up. Purchase Orders may be picked up any time after notification between **8:15 a.m. – 5:00 p.m., Monday through Friday.** Purchase Orders should be picked up within 24 hours after notification. It is the user’s responsibility to place the order with the vendor.

<table>
<thead>
<tr>
<th>If Requisitions are received</th>
<th>The Purchase Order will be processed, pending approvals, and ready for pick up (the department will be notified) during</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 9:00 a.m.</td>
<td>Current Walk-thru period</td>
</tr>
<tr>
<td>After 10:00 a.m.</td>
<td>Next Walk-thru period</td>
</tr>
<tr>
<td>By 2:00 p.m.</td>
<td>Current Walk-thru period</td>
</tr>
<tr>
<td>After 3:00 p.m.</td>
<td>Next Walk-thru period</td>
</tr>
</tbody>
</table>

**CONTACTING THE VENDOR**

The department will receive the vendor copy and the departmental copy of the Purchase Order. The department has the responsibility of placing the order with the vendor, whether by fax or telephone. If faxing the order to the vendor, write the Purchase Order number on the fax cover sheet.

**NOTE:** To prevent duplicate orders on faxed and telephoned orders, write “Confirmation: Do not duplicate” on the original Purchase Order before mailing it.
ISSUE CHECK

If "Issue Check" is printed on the Purchase Order, the department must submit the vendor copy of the Purchase Order and Requisition to Accounts Payable. See Section II.6, “Issuing Checks on Purchase Orders.”

II.5. After–the–Fact Requisitions

A Requisition is After-the-Fact when material or service is purchased before issuance of a Purchase Order. Departments submitting an After-the-Fact Requisition must justify their reasons for making an unauthorized purchase before Procurement Services will process the Requisition.

A walk-thru period has been set aside for handling emergency purchases. See Section II.3, “Walk-Thru Procedure.”

PROCEDURE

When a Procurement Officer in Procurement Services receives an After-the-Fact Requisition, the Procurement Officer will contact the responsible party and explain proper purchasing procedures. He or she will remind the party: An individual who obligates the University without authorization may be held personally responsible for the obligation.

SECOND OFFENSE

On a second offense, Procurement Services will send a letter of reprimand to the responsible party.

THIRD OFFENSE

A third offense by a department will result in rejection of the Requisition, and the individual/department will be held responsible for that obligation. A written notification will be issued from the Director of Procurement Services with copies to the Associate Vice President for Business Services, the appropriate departmental vice president, and the Vice President for Finance & Administration.

UNIVERSITY POLICY

University policy is: “The University will assume no obligation except on a previously issued and duly authorized Purchase Order.” See Section III, “Purchase Orders.”

II.6. Issuing Checks on Purchase Orders

If a Purchase Order is to be prepaid by check, submit supporting documentation (e.g., copies of contracts, registration forms, or invoices) to
Procurement Services, referencing the Requisition number. Accounts Payable will issue the check and mail it to the vendor along with the Purchase Order.

**PICK UP**

Checks will be held for pick up at Accounts Payable only on justified emergencies. Departments can obtain authorization from Accounts Payable to have a check held for pick up. Departments must obtain this authorization before submitting the Requisition; the authorization/request must be noted on the Requisition.

**CONTRACT PAYMENTS**

Departments must submit Requisitions to make payments against Professional Services Contracts, which are paid by check. Please see Section VII.5, “Payments Against Contracts.”

**UNIVERSITY POLICY**

University policy is to pay for goods and services after goods are received and services are rendered.

II.7. **Priority Classification of Requisitions**

Requisitions are classified as either Ordinary or Emergency (Walk-thru or RUSH).

- Ordinary Requisitions are subject to the normal purchasing process of review and approval. Ordinaries are processed into Purchase Orders in **three or more working days**.

- Emergencies, or Walk-thrus, are processed into Purchase Orders in **a matter of hours**. Normal Walk-thru hours are **9:00 – 10:00 a.m. and 2:00 – 3:00 p.m., Monday through Friday**. Any emergency presented to Procurement Services out of Walk-thru time must be directed to the Director of Procurement Services for approval before being processed. The Procurement Officers have discretion to determine whether the Requisition truly constitutes an emergency (see Section II.4, “Walk-Thru (RUSH) Requisitions”).

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**NOTE:** Due to Alabama State Bid Law some Requisitions may be held for bidding. Items most likely to be held are computer, research, or scientific equipment; furniture; and items totaling $7,500.00 or more. If an Emergency (Walk-thru) Requisition must be held for a bid, Procurement Services will try to accommodate special needs within the guidelines of the purchasing process.

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II.8. **Sole Source Commodities**

A sole source must meet the following three requirements:

- The good or service offered must be unique
- The uniqueness must be substantially related to the intended purpose, use, and performance of the good or service sought
- The entity seeking to be declared a “sole source” must show that other similar goods or services cannot meet the desired objectives of the entity seeking goods or services

Sole source purchases are rare and must show that an equitable evaluation of comparable products has been made, and that rejection of unsuitable products is based on technical deficiencies or a combination of other reasons. In cases where no comparable source is known, whether at the manufacturing or distributor level, a technical description of the product must be provided. The technical description must be adequate enough to allow Procurement to make a thorough search and evaluation, which takes seven to ten days. A sole source justification cannot be based on quality or price. Quality is subjective, and price is evaluated via competitive bidding.

Departments requesting essential and unique items with special design and/or performance features may obtain Sole Source Commodity classification for these items. Special design and performance features might include:

- Instrument response time
- Portability requirements
- Size constraints
- Unique capabilities

The commodity (a good or service) must be considered unique to the manufacturer, making it available only through that manufacturer with no comparable commodity available either at the manufacturer or distributor level. Items being evaluated for research purposes may qualify as a Sole Source Commodity.

Requisitions for Sole Source Commodities totaling $7,500 or more must be submitted with a *Sole Source Justification Requirements* Form (Figure PS-4), available from the Business Services’ website, ([http://www.uah.edu/admin/bussvcs](http://www.uah.edu/admin/bussvcs)), under “Forms.” This form must be signed by the Principal Investigator and director, chair, or dean of the requisitioning department.

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II.9. Requisition–to–Purchase–Order Procedure

The following summarizes the procedure (see Figure PS-2 for a flow diagram) to process a Requisition into a Purchase Order.

1. The Requisition is entered in the on-line system by the department per the UAH Banner Self-Service Requisitioning Workbook. If the Requisition has attachments, write the Requisition number on all attachments and mail, fax, or hand deliver them to Procurement Services.

2. The account balance must be verified to ensure that funds are available. Requisitions against Contract & Grant and cost sharing companion accounts are electronically approved by the Office of Sponsored Programs (see Section II.1, “Approval of Requisitions”).

3. The Requisition must have all electronic approvals completed before further processing can occur. Depending on the department or funding, the Requisition may require several different levels of approval. Persons with signature authority may recommend changes to the Requisition prior to approval.

4. Once all approvals are completed, the Requisition is ready for further processing by Procurement. The Requisition will be assigned to a Procurement Officer.

5. The Procurement Officer will verify attachments and supporting documentation. The Procurement Officer will submit requests for competitive bidding as needed.

6. The Procurement Officer will authorize the purchase and edit the Requisition for final printing of the Purchase Order.

7. The Associate Vice President for Business Services will sign the Purchase Order, which commits UAHuntsville to the obligation.

8. The Procurement Services Technician distributes copies of the Purchase Order to the requisitioning department and the vendor. If “Issue Check” is printed on the Purchase Order, the vendor copy of the Purchase Order and the original Requisition go to Accounts Payable (see Section II.6, “Issuing Checks on Purchase Orders”).

II.10. Requisition–to–Change–Order Procedure

A Change Order is required when a Purchase Order is to be adjusted or altered.

(Rev. 4/08)
COMPLETING A CHANGE ORDER REQUISITION

For more detailed instructions see Section IV, “Change Orders,” or refer to the UAH Banner Self-Service Requisitioning Workbook. Signature approval requirements remain the same for all Change Orders.

To submit a Change Order Requisition, type "CHANGE" in the Commodity Code field of the “Line Items and Commodities Screen” in Self-Service Banner. Enter the original Purchase Order number in the Commodity Description field. Always provide a detailed explanation for the change in Document Text (see list below for examples).

- Change item
- Add item
- Change Account Code
- Decrease PO
- Increase PO

INCREASES / DECREASES

You may increase a Purchase Order to:

- Add items
- Increase the quantity or cost of an item
- Increase a PO encumbrance

You may decrease a Purchase Order to:

- Delete items
- Decrease the quantity or cost of an item
- Decrease a PO encumbrance

For increases and decreases, simply enter the new amount in the Unit Price field on the Change Order Requisition.

CANCELING A PO, BALANCE, OR ITEM

You must submit a Requisition with a “one-cent” expenditure to cancel:

- An entire Purchase Order
- The remaining balance
- An item

A “one-cent” expenditure is required for the Requisition to be completed and processed through the approvals. This Requisition will be canceled when the Purchase Order cancellation is processed. Enter the amount ($0.01) in the Unit Price field.

(Rev. 4/08)
**CHANGING VENDORS**

To change the vendor or vendor’s address on a Purchase Order, notify Procurement of the new vendor’s name and/or address. Email the appropriate Procurement Officer to have the vendor or vendor’s address changed on the PO. When changing the vendor, the original PO will be canceled, and a new PO will be issued to the vendor.

**CHANGING ACCOUNT CODES**

If the PO has been issued, you need to submit a Change Order to change the Account Code. The Change Order dollar amount should be the same amount that you want charged to the new Account Code.

**REMOVING A CANCELED REQUISITION**

Notify Procurement when you need to remove a canceled Requisition once the Requisition has been disapproved. You should also notify Procurement of other minor Requisition changes. Simply email the appropriate Procurement Officer.

II.11. Changes by Procurement Services

Procurement Services may delete an item on a Requisition and buy the item from another vendor to take advantage of special circumstances or existing contracts. Procurement Services may shift an order entirely to another vendor for better prices, service, or delivery (please see Section II.17, “Consolidation of Similar Items”). Procurement Services will maintain quality standards. **For these and other reasons, no commitments, expressed or implied, should be made by UAHuntsville departments (other than Procurement Services) to vendors.**

II.12. Small Business / Small Disadvantaged Business Policy

Procurement Services’ policy concerning all Requisitions is to solicit quotations from the following vendors:

- Small Business
- Small Disadvantaged Business
- Woman Owned Small Business
- Woman Owned Small Disadvantaged Business
- Black Small Disadvantaged Business
- Black Woman Owned Small Disadvantaged Business
- Veteran Owned Small Business
- Disabled Veteran Owned Small Business
- Non-Profit Organization

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• Labor Surplus Area Concern
• Historically Under-Utilized Business Zone

Procurement Services maintains a library of directories of disadvantaged and minority vendors. Departments should consult these directories for products and services they require.

II.13. Authorized Departmental Procurement

Although Procurement Services conducts all purchasing activities for UAHuntsville, the following are delegated to the departments: Limited Purchase Orders (LPOs) and Petty Cash purchases.

II.14. Planning Purchases and Requisitions

Departments should plan their purchases to meet the demands of both the vendor and the department. After a properly prepared and approved Requisition is received, the time to issue an order and secure delivery varies according to: (1) the work load in Procurement Services and (2) the vendor's ability to deliver. Delivery depends on the vendor's stock and any problems the vendor has producing goods or securing delivery from suppliers. Planning allows time for Procurement Services to obtain the best value.

II.15. Standard and Commonly Used Items

Departments should requisition standard, commonly used, and repetitively used items in advance of dates needed. See Section II.14, “Planning Purchases and Requisitions.”

For better pricing and to prevent delays in receiving merchandise, departments should request: (1) the largest possible quantity of a single item and (2) as many kinds of items as possible from a common supply source or vendor. Examples include laboratory reagents, glassware, filter paper, and rubber or plastic tubing.

II.16. Small Orders

Departments should avoid frequent small orders. Decrease the frequency and the quantity of small repetitive orders. Departments can use LPOs or Petty Cash for small orders. See Section II.14, “Planning Purchases and Requisitions”; Section II.15, “Standard and Commonly Used Items”; and Section V, “Limited Purchase Orders.”

NOTE: Vendors resist delivery and invoicing of orders when the cost of delivery and invoicing is greater than the gross mark-up on the materials sold. Small-dollar orders that could have been combined increase processing costs to UAHuntsville.

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II.17. Consolidation of Similar Items
Procurement Services will consolidate similar items or items from common sources for maximum quantity discounts and best vendor service. Procurement Services will consider delivery schedules, item costs, and Alabama State laws. See Section II.15, “Standard and Commonly Used Items.”

II.18. Prohibited Purchases
UAHuntsville does not permit the purchase of personal items such as:
- Awards/plaques
- Briefcases
- Christmas cards
- Coffee pots
- Employee get-well cards
- Expensive desk pads
- Fancy clocks
- Flower vases and arrangements
- Gifts or recognition of gifts
- Microwave ovens
- Plants
- Receptions
- Refrigerators

These items are not provided by University funds. Individuals who wish to have such items in their offices should buy them with personal funds. Do not use University letterhead to buy personal items.

UAHuntsville does not permit the purchase/donation of items such as:
- Alcoholic beverages
- Contributions

II.19. Major Equipment Purchases
To increase efficiency and reduce costs, major equipment purchases shall be based on the following considerations:
- Compatibility
- Dependability
- Durability
- Economy of operation
- Funding
- Quality
- Productivity
- Savings in time or labor costs
EQUIPMENT WITH SPECIAL REQUIREMENTS

The requisitioning department must obtain special approvals when purchasing an equipment item with the following special requirements:

- Uses non-standard electrical outlets
- Exceeds space requirements
- Weighs 2000-pounds or more

The department must contact Procurement Services and Facilities and Operations Administration to determine availability of electrical power and check space requirements and floor loading, as applicable. These approvals must be clearly indicated on the Requisition.

II.20. Separating Requisitions by Vendor

Departments should submit Requisitions by vendor rather than by classification of materials and/or equipment ordered. Submit one Requisition for all items to be purchased from a single vendor.

II.21. Sources for Unusual Items

Departments should suggest supply sources for unusual or non-standard items. Include complete addresses. Although Procurement Services has final authority for vendor selection, suggested vendors and suppliers will be used as much as possible.

II.22. Pricing Policy

The Procurement Officer remains aware of most current prices through study of published price lists, vendor-provided price information, or published market data. If a price cannot be determined from these sources, the price is established through estimation, verification, or competitive bid.

Due to rapidly changing prices and the vast assortment of commodities purchased by UAHuntsville, departments should provide dollar value estimates on Requisitions if actual prices are unknown.

II.23. Pricing Agreements

The following types of pricing agreements are available to UAHuntsville for procurement of materials, supplies, and equipment:

- Educational and Institutional Cooperative Service Contracts
- General Services Administration Contracts
- Manufacturer, State, Local, or University Pricing Agreements
- University Established Contracts

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II.24. Blanket (Standing) Purchase Orders

If a department must obtain a number of miscellaneous, non-equipment items from the same vendor over an extended period, the department may initiate a Blanket (or Standing) Purchase Order. The department may also use Blanket Purchase Orders to encumber funds against contracts or purchase agreements.

**LIMITATIONS**

Procurement Services must approve Blanket Purchase Orders. The period of encumbrance cannot extend beyond the current fiscal year nor can it exceed competitive bid requirements for the UAHuntsville community (see Section VIII, “Bids”).

**PROCEDURE**

All Blanket Purchase Orders are initiated in the same way as ordinary Purchase Orders. The following information must be stated on the Requisition:

Document Text:

Encumber funds for an open Purchase Order for The University of Alabama in Huntsville covering the period [MO/DA/YR] through [MO/DA/YR].

Item/Commodity Description:

For [Enter the type or name of items] for the [Enter the name of the department].

Item Text:

Persons authorized to purchase:

[List names of individuals authorized to purchase items].

Note: Vendor is instructed to obtain proof of identification from individual who must present a UAHuntsville identification card before he or she can pick up the material.

UAHuntsville reserves the right to change quantities or cancel the Purchase Order at any time. UAHuntsville is not obligated to purchase any specific amount, and no shipments / pick-ups are allowed after expiration date.
Purchases

Authorized individuals must submit a Memorandum Receiving Report (MRR), available at the UAHuntsville Copy Center or from the Business Services website, (http://www.uah.edu/admin/bussvcs), under “Forms,” to Accounts Payable at the time of purchase for payment processing. The department is responsible for financial upkeep of the Blanket Purchase Order.

Closure and Changes

To issue a final payment and close a Blanket Purchase Order, be sure to mark “completed” on the Memorandum Receiving Report for the final purchase.

To cancel the balance on a Blanket Purchase Order that was not closed with a final payment, the department must issue a Change Order with a “one-cent” expenditure requesting the cancellation. See Section II.10, “Requisition-to-Change-Order-Procedure” for more information on the “one-cent” Requisition.

II.25. Travel

Out-of-State Travel

All faculty, staff, and students traveling outside the state on University business should complete a Travel Authorization Form, Authorization for Official Travel, before leaving on the trip. All out-of-state travel should be approved in advance by the appropriate vice president/provost. If the Authorization for Official Travel is not approved in advance, the traveler is traveling at his or her own risk until approval is obtained.

Note: Non-reimbursed, out-of-state travel requires only the approval of the employee’s supervisor (for the absence).

- Non-prepaid travel arrangements: Submit Requisitions for public transportation tickets (e.g., airline, bus), rental cars, and hotel accommodations, as applicable. Submit a copy of the approved Travel Authorization Form. For public transportation tickets submit separate Requisitions for each traveler unless traveling on the same date.

- Prepaid travel arrangements: State law prohibits prepayment of travel arrangements except registration fees. Submit a copy of the Travel Authorization Form and registration form, referencing the Requisition.
Persons traveling under federally funded accounts (Contract & Grant and cost sharing companion accounts) should be aware of and adhere to U.S. Flag Carrier regulations (FAR 47.4).

After returning from travel: Submit an Out-of-State Expense Voucher to Accounting & Finance. Do not submit a Requisition for reimbursement of travel expenses.

**IN-STATE TRAVEL**

In-state travel requires a Travel Authorization Form only when traveling on Contract & Grant and cost sharing companion accounts.

Submit a Requisition for prepayment of registration fees. Purchase Orders will not be issued for in-state hotel accommodations due to per diem restrictions.

After returning from travel: Submit an In-State Travel Expense Voucher to Accounting & Finance.

**PROSPECTIVE CANDIDATES**

Submit a copy of the approved On Campus Interview Form, referencing the Requisition, for public transportation tickets, rental car (if applicable), and hotel accommodations.

**ACCOUNTING FORMS**

Authorization for Official Travel, In-State Travel Expense Voucher, and Out-of-State Expense Voucher forms are available at www.uah.edu/admin/Budget/Forms.

**II.26. Software License Agreements**

All Software License Agreements requiring the signature of a University official must be submitted to Procurement Services and must reference the Requisition. Procurement Services will have the agreement reviewed by the Office of Counsel and will obtain appropriate University signatures. Departments purchasing the software are responsible for following all terms and conditions of the licensing agreement.

*NOTE: Many software vendors require a license agreement to be executed when software is purchased. A license agreement states the terms and conditions of using the vendor's software.*
II.27. Repair of University Equipment

Departments must obtain an authorized Purchase Order before sending out University property for repair or estimate, including warranty repairs. The Requisition must include the following details:

- Serial number
- UAHuntsville property ID number
- Problem
- Contact person
- Telephone number

II.28. University Bookstore Purchases

Departments should purchase all items from the University Bookstore that are available from the University Bookstore. Purchase standard items including office supplies and textbooks on a University Bookstore Requisition for Supplies. (Non-standard office supplies such as fax machines, computers, or furniture cannot be purchased on a University Bookstore Requisition.)

II.29. Radioactive Purchases

Requisitions for radioactive products require account code 7431. Environmental Health and Safety must approve all requests for radioactive products. Account code 7431 is designated for all radioactive purchases.

IONIZING RADIATION SOURCES

When preparing a Requisition for any item (equipment or device) that contains an ionizing radiation source (e.g., X-ray machine), provide the following statement under Document Text: “This item contains an ionizing radiation source.”

The Requisition then must be entered using account code 7431. Environmental Health and Safety must approve the Requisition and will register the item with the Department of Public Health in Montgomery. The item must be properly registered before it can be received at the University.

II.30. Advertisements

Type the advertisement on a separate sheet as an attachment to a Requisition.

EMPLOYMENT VACANCIES

The Faculty Equal Employment Opportunity Coordinator must approve the advertising of faculty position vacancies. Human Resources must approve the advertising of staff position vacancies.
PROMOTIONAL ACTIVITY

University Relations has final approval on all public promotional activity advertisements (e.g., brochures, ads for newspapers and magazines) to ensure conformity to University policy. Advertisements must have the department dean/director approval before being submitted to University Relations.

SPORTS PROGRAM BOOK

The University cannot place ads in any sports program book according to NCAA rules.

II.31. Contracting Professional Services

Professional service providers and consultants are classified as follows:

- Architects/Engineers
- Draftsmen/Artists
- External Financial Advisors
- Lawyers
- Lecturers
- Performing Artists
- Physicians
- Professional Consultants
- Scientists
- Trustees

Departments should contract with persons or firms according to normal purchasing procedures. No University commitment will be recognized until a fully-executed Contract for Professional Services and/or Purchase Order is issued. Please see Section VII, “Contracts for Professional Services.”

II.32. Federal and State Surplus

UAHuntsville is eligible to purchase from Federal and State surplus agencies. A Requisition is not required in advance. An employee wishing to visit any of the State surplus warehouses must obtain an authorization letter from Procurement Services before visiting the warehouse. He or she must submit a Requisition for any items purchased upon return. Indicate “Issue Check” in Document Text on the Requisition.

II.33. Professional Memberships

The University is authorized to hold memberships in professional organizations and usually designates an individual as the University’s representative to the organization. Memberships in professional organizations can be held when related to the employee’s position at the

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University and if the benefits of membership, such as periodicals, etc., are made available to other employees.

II.34. Conflict of Interest / Prohibited Activities

University employees must comply with: (1) the Code of Ethics for Public Officials, Employees, etc. (Chapter 25, Code of Alabama); (2) applicable provisions of the University Faculty and Staff Handbooks, as appropriate; (3) other University policies as may be adopted in the future.

University employees may not:

- Use their offices for direct personal gain for themselves, their families, or businesses with which they or family members are associated, unless specifically authorized by law.
- Solicit or receive anything of value including gifts, favors, services, or promises of future employment based on the understanding that an official action would be influenced thereby.
- Disclose or use confidential information gained in the course of or by reason of their official positions in any way that could result in financial gain for them, their families, or any other person(s).

II.35. Uniform Policy Regarding Funds

The purchasing and bidding policies described in this manual apply to all University funds regardless of source. All funds deposited with UAHuntsville are University funds and must be handled consistently according to University policies except where direct conflict occurs with specific provisions of the gift, grant, contract, or restricted account.

II.36. State Bond Issue

State Bond Issue Requisitions use special funding from the State of Alabama. Accounting & Finance establishes a special organization code for specific State Bond-approved requirements (formerly a 7-account). Use Document Text to identify these purchases.

Standard purchasing procedures apply according to Federal, State, and University policy. Special billing instructions are necessary, however, as payment is issued from the State of Alabama Building Commission. Accounts Payable forwards documentation to support payment requests.

No Purchase Order using State Bond Issue funding will be issued for amounts under $100.00.

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II.37. Procurement of Materials and Maintenance Services

The following materials and maintenance items require approval by Facilities and Operations Administration before a Purchase Order can be issued. These items apply to all areas except Aerophysics and offices located at the Redstone Arsenal.

- Any services normally provided by University departments
- Audio/visual installations
- Bulletin boards for corridors, hallways, and classrooms
- Cleaning equipment
- Cleaning services for upholstered furniture and carpet
- Federal and state flags and poles for outdoor use
- Fence installation
- Fire extinguisher equipment
- Keys and locks for buildings
- Landscaping services
- Pest control services and supplies
- Picnic tables
- Repairs and alterations that include:
  - Installation and/or repair of heating and air-conditioning equipment
  - Installation and/or repair of plumbing systems
  - Installation and/or repair of electrical systems and equipment
  - Building supplies and materials (e.g., paneling, sheet rock, lumber, hardware)
  - Interior or exterior paint
  - Installation, replacement, or repair of carpeting
  - Installation or repair of drapes and Venetian blinds
  - Purchase and/or installation of window glass

II.38. Lease Versus Buy Policy

The Office of Management and Budget Circular A-110, Section 44, requires analysis of lease and purchase alternatives, where appropriate, to determine the most economical and practical procurement for the Federal Government. The Principal Investigator decides, on a case-by-case basis, whether to lease or purchase. Lease arrangements may use either contract or grant funds. If funds are unavailable to purchase, multiple contracts may be used for lease arrangements.

II.39. Federal Acquisitions Regulations

Federal Acquisitions Regulations (FARs) apply to contracts and grants. Specific clauses pertaining to FARs must flow into bid documents and Purchase Orders that are over $25,000.00. Office of Sponsored Programs will attach appropriate clauses to Requisitions and bid documents.

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Procurement Services will mail a copy of the appropriate clauses with Purchase Orders and bid documents.

II.40. Priorities and Allocations

The Defense Priorities and Allocations System (DPAS) was established to: (1) keep specific defense and energy production programs on schedule and (2) provide an administrative means of mobilizing the nation’s economic resources during war or national emergency. The DPAS applies to certain metals and alloys and to programs of the following agencies / departments:

- Central Intelligence Agency
- Department of Commerce
- Department of Defense
- Department of Energy
- Department of the Interior
- Federal Aviation Administration
- National Aeronautics and Space Administration

During war or national emergencies the DPAS coverage can be expanded as necessary.

RATINGS

A contract that exceeds $5,000.00 and falls within DPAS coverage receives either a DX rating or a DO rating. DX-rated contracts have a higher priority than DO-rated contracts because DX-rated contracts are for special defense programs designated by the President to have the highest national priority. All DX- and DO-rated contracts have priority over unrated contracts.

SUBCONTRACTS

When a contractor receives a contract governed by the DPAS, he or she becomes a self-authorizing consumer. A self-authorizing consumer is required by law to cite the contract’s rating on any subcontracts issued to fulfill the contract. The subcontractor in turn becomes a self-authorizing consumer. The contractor/subcontractor can use the rating to replace inventory used to fulfill the contract/subcontract.

All government contracts governed by the DPAS must contain the following legend: “This contract is a rated order under the Defense Priorities and Allocations System (15 CFR 700).” When issuing a subcontract, a self-authorizing consumer must clearly state both of the following on the face of the subcontract:

- The supply or service being purchased is certified for use under the DPAS.

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• The subcontractor is required to follow all applicable regulations in obtaining products and materials to fulfill the contract.

Refer to Section L of an Invitation For Bid or Request For Proposal and on various government procurement forms for the appropriate rating.

**PRINCIPAL INVESTIGATORS**

Principal Investigators with contracts containing a DPAS rating must indicate the required delivery date of the product or service ordered on Requisitions. Office of Sponsored Programs advises Procurement Services when Requisitions meet these criteria and provides the priority rating. Procurement Services includes on Purchase Orders:

• “This is a rated order certified for national defense use, and you are required to follow all the provisions of the Defense Priorities and Allocations System regulation (15 CFR 700).”

• Priority rating

• Required delivery date: “Immediately” or “as soon as possible” do not constitute a delivery date.

**II.41. Conservation of Resources**

To the extent practical and economically feasible, products and services that conserve natural resources, protect the environment, and use energy efficiently should be preferred. Indicate such preference on Requisitions.

**II.42. Code of Ethics**

The following Code of Ethics has been adopted by the University from the National Association of Educational Procurement (NAEP):

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as State or Federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.

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8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.

9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

10. Cooperate with trade, industrial, and professional associations, and with governmental and private agencies for the purpose of promoting and developing sound business methods.

11. Foster fair, ethical, and legal trade practices.

12. Counsel and cooperate with NAEP members; promote a spirit of unity and a keen interest in professional growth among them.

II.43. Meals / Business Luncheons / Receptions

Expenditures for employee meals are allowed to the extent that they are incurred while conducting University business or while on authorized travel. Reimbursements for meals while in travel status are covered separately under the University's travel guidelines. Meal expenditures are allowable for entertaining official guests and invited speakers, working meals, planning/administrative meetings, or recruiting employees. Expenditures for meals are not allowed if the meal has no business purpose. Expenditures for receptions are allowed to the extent they relate to an official University-sponsored event or program, or for educational purposes.

II.44. Moving Expenses

Moving expenses are allowable up to the amount specified in the employee's offer letter. Moving expenses typically include the cost of moving the employee's household belongings and the costs incurred en route to the University for both the employee and his/her family. Expenses related to establishing a residence are not considered moving expenses.

II.45. Professional Licenses / Certifications

Expenditures for individuals to obtain or maintain professional licenses or certifications are allowed only in situations where such a designation is required for specifically assigned duties.
II.46. Subscriptions

Expenditures for subscriptions to periodicals, journals, newspapers, etc. are allowed to the extent that they support the work-related activities/purpose of the department or individual user. Items must be delivered to the subscriber's campus address. These resources must also be made available to other employees of the department.

II.47. Debarred / Suspended Vendors

Procurement Services must verify that the vendor has not been excluded from the Federal Procurement and Nonprocurement Program prior to issuing Purchase Orders against Contract & Grant and cost sharing companion accounts. Office of Sponsored Programs requires all contractors/subcontractors sign a debarment certification at the time of the award. The General Services Administration (GSA) compiles and maintains a current list of all parties debarred, suspended, proposed for debarment, or declared ineligible by agencies or by the General Accounting Office. The electronic version is updated daily and is available via the internet at http://www.epis.gov.

II.48. Cell Phones / Palm Pilots

University policy allows reimbursement for the use of wireless communication devices to conduct University business (1/1/08). The policy provides a wireless communication supplement to eligible employees.

For additional information regarding this policy, contact the Telecommunication Services office at 824-6129.

II.49. Auction Purchases

eBay/online and auction purchases are not permissible due to the fact that the University does not have a procurement method to address the types of problems involving eBay and other online auction purchases.

II.50. Apparel / Logo Shirts / T-Shirts

The purchase of apparel, logo shirts, and T-shirts with state appropriated funds are permissible for authorized student sponsored events and University Center and Enrollment Services events. Other requirements are not deemed to be an appropriate use of state funds.

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II.51. Reimbursement

Miscellaneous Voucher reimbursements should be used only when the normal purchasing process cannot be followed. Routine purchases of goods and services should be handled through Procurement Services, through the use of Purchase Orders, Limited Purchase Orders, or Petty Cash reimbursement. UAHuntsville does not permit the purchase with personal funds and reimbursement for equipment, computers, computer peripherals, and items requiring prior University approval.

Miscellaneous Voucher reimbursements require complete documentation, including who, what, when, and why one of the normal purchasing processes could not be followed. Receipts must indicate that payment was made and the form of the payment.

II.52. Vehicles

Fleet Services, according to the Vehicle Safety Management Program, must approve Requisitions for the purchase or lease of vehicles. University policy does not permit the purchase, lease, or rental of 15-passenger vans from external vendors. Repair of any University vehicle must be approved and managed by Fleet Services.

Used vehicles when requested and bid must be brought to Fleet Services for a safety inspection and title examination prior to purchase. Any deficiencies noted in the safety inspection must be corrected prior to purchase. All newly acquired vehicles are to be delivered to Fleet Services, which will place information and insurance packets in the glove compartment and safety equipment in the trunk.

For rental of vehicles using a Purchase Order, Procurement Services will provide proof of insurance, as needed, by attaching a certificate of insurance to the Purchase Order. For vehicles rented by an employee using a credit card, the employee may obtain a certificate of insurance, if needed, prior to travel from Procurement Services.

Fleet Services and Procurement Services will coordinate the return of lease vehicles to the leasing agency.

II.53. Record Retention

Retain Requisitions in office for three years after the end of the fiscal year in which the records were created; then destroy.
III. PURCHASE ORDERS

III.1. Policy

A Purchase Order is the formal document that authorizes the acquisition of goods or services for UAHuntsville. See Figure PS-5 for a sample Purchase Order.

No individual has the authority to enter into purchase contracts or in any way financially obligate the University except the Associate Vice President for Business Services. **Purchases made without a Purchase Order are unauthorized.**

III.2. Procedure

Purchase Orders will be issued after: (1) Requisitions are approved and processed and (2) bids are solicited and secured, if applicable. The individual originating the Requisition will receive a departmental copy of the Purchase Order through Campus Mail.

Every Purchase Order must contain a Statement of Certification of Compliance with Act No. 2006-557. See Section III.8, “Certification of Compliance.”

III.3. Tax Exemption

UAHuntsville is an instrumentality of the state and is tax exempt, Certificate Number EX-742, Federal ID Number 63-0520830.

The University must pay excise tax on specific vaccines under 26 U.S. Code 4131. The University is subject to rental tax, excise tax, lodging tax, utility tax, and tooling tax.

III.4. Expediting Delivery Status and Changes

Contact the Procurement Officer when you:

- Have questions about your Purchase Order.
- Receive incorrect or damaged merchandise.
- Receive duplicate shipments.
- Need shipping information.
- Need to return merchandise.
- Receive a shipment that you did not order.
- Check delivery status of the Purchase Order.
- Make changes to the Purchase Order.

When checking on status, making changes, or making returns please provide the Procurement Officer with the following information:

- Purchase Order number
- Vendor’s name
- The item(s) in question

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• Date item was received
• Method of receipt (i.e., Central Receiving or direct shipment)
• Reason for the return (for more information on returns, see below)

III.5. Returns to Vendors

Departments should contact the Procurement Officer to return items—DO NOT CONTACT THE VENDOR. Possible reasons to return items include: incorrect or damaged items, duplicate shipments, unordered items, or items unacceptable for other reasons.

Retain original packaging until advised by Procurement Services. The Procurement Officer obtains the necessary authorization from the vendor and coordinates the return to the vendor. See Section III.4, “Expediting Delivery Status and Changes,” for information to provide the Procurement Officer.

The Procurement Officer will obtain necessary return authorizations, which are required by most vendors, and will coordinate the return with Central Receiving and Shipping. This procedure ensures proper insurance coverage and traceability of the items being returned. Items received against a Purchase Order are not to be returned by the U.S. Postal Service.

III.6. Central Receiving and Shipping Policy

Central Receiving and Shipping is the normal, central location for the receiving and shipping of University-purchased items. When alternate delivery arrangements are necessary, departments should designate the alternate delivery site on the Requisition. Departments should notify Central Receiving and Shipping of any change in delivery site after the Purchase Order is issued. See the Central Receiving and Shipping section for additional information.

Large Items: UAHuntsville forklift capacity is 4000-pounds. If ordering equipment larger than 4000-pounds, contact a Procurement Officer before the Purchase Order is issued to make arrangements for unloading.

III.7. Invoices

Invoices received from vendors must be forwarded to Accounts Payable. Accounts Payable will issue payment only after receiving an original invoice that references a UAHuntsville Purchase Order / Limited Purchase Order number, and merchandise has been received or services provided.

III.8. Certification of Compliance

The following statement has been added to every Purchase Order:

Certification Pursuant To Act No. 2006-557

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Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By accepting this Purchase Order, the vendor is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

III.9. Record Retention

Retain Purchase Order departmental copy in office for three years after the end of the fiscal year in which the records were created; then destroy.

IV. CHANGE ORDERS

IV.1. Origination

A Change Order alters an existing Purchase Order (e.g., cost, items, quantities). A Change Order can be originated by: (1) the requisitioning department, (2) the requisitioning department per Procurement Officer’s suggestion, and (3) Accounts Payable per Change Order Notice.

The Procurement Officer might request a Change Order to clear old, outstanding accounts that have not been billed or supplied or to alter information on previously issued Purchase Orders.

The requisitioning department should confirm receipt of merchandise against the Purchase Order. The department should contact the Procurement Officer when ordered merchandise is not shipped. When calling a vendor to make changes to a Purchase Order, all orders must have an authorized Change Order in place to support the change.

IV.2. Procedure

Submit an electronic Requisition for all changes, except vendor changes. You must obtain a new Requisition number for all other changes. Refer to the *UAH Banner Self-Service Requisitioning Workbook* for more details.

**COMPLETING A CHANGE ORDER REQUISITION**

1. At the Line Items and Commodities screen, type “CHANGE” in the Commodity Code field.

2. Enter the Purchase Order number to be changed in the Commodity Description field. Complete the Unit of Measure, Quantity, and Unit Price fields.

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3. Select the underscored item number link to add Item Text for the first item. Describe the information regarding the altered item (e.g., stock number, model number, physical description).

4. Click on Commodity Validate.

5. For multiple items, continue with the remaining items up to a total of five items. The Commodity Code (i.e., CHANGE) is required only for the first item.

6. Use Document Text to provide a detailed explanation for the entire Change Order. Indicate if attachments are being forwarded to Purchasing.

7. Obtain all necessary approvals as with any other Requisition before an official Change Order can be released.

CANCELING ITEMS, ENCUMBRANCES, OR PURCHASE ORDERS

To cancel an item, a remaining encumbrance, or an entire Purchase Order, you must submit an electronic Requisition with a “one-cent” expenditure to request the cancellation. The one-cent expenditure is required to process the Requisition through the approvals. This Requisition will be canceled when the Purchase Order cancellation is processed.

1. At the Line Items and Commodities screen, type “CHANGE” in the Commodity Code field.

2. Enter the Purchase Order number to be changed in the Commodity Description field. Complete Unit of Measure and Quantity. Type “$0.01” as the amount in the Unit Price field.

3. Click on Commodity Validate.

4. Use Document Text to provide a detailed explanation for the Change Order.

5. Obtain all necessary approvals as with any other Requisition before an official Change Order can be released.

OTHER CHANGES

Account Code: To change the Account Code, submit a Change Order with the new Account Code. The Change Order dollar amount will be the same amount charged to the new Account Code.

Vendor: To change the vendor or vendor address on a Purchase Order, notify Procurement of the new vendor name and/or address. Email the appropriate Procurement Officer to have the vendor or vendor’s address changed on the PO. When changing the vendor, the original PO will be canceled, and a new PO will be issued to the vendor.
V. LIMITED PURCHASE ORDERS

V.1. Policy

Limited Purchase Orders (LPOs) (Figure PS-6) provided by Procurement Services allow authorized users to make small purchases of $1999.99 or less. Users are not allowed to combine LPOs to the same vendor to make a purchase larger than $1999.99 per day. LPOs are issued to approved users who assume all responsibilities associated with the orders. The user acts as the Procurement Agent and Receiving Department for all Limited Purchase Orders issued. When all efforts to resolve conflicts have been exhausted, contact the Procurement Officer who monitors your LPOs for assistance in resolving any problems with the vendor. Failure to comply with the regulations and procedures for LPOs will preclude future use for 30 days.

To request use of LPOs, a Budget Unit Head must do the following:

1. Prepare and sign a memo requesting the use of LPOs
2. Complete a Limited Purchase Order Responsibility Form LPO-1 12/05 (Figure PS-7)
3. Forward the memo and form to the Director of Procurement Services for approval

V.2. Limitations

The LPO is not intended to replace the normal requisitioning procedure. Purchases over $1999.99 must follow the standard procedure.

LPOs may not be issued to any vendor where the department has a Standing Purchase Order, without written justification and prior approval from Procurement Services. Any department violating this policy will be restricted from using LPOs for 30 days.

V.3. Exclusions

- Advertisements
- Alcohol
- Blanket (Standing) Purchase Orders
- Chemicals
- Computers
- Contracts for Professional Services
- Contract & Grant account code 7435 purchases
- Food
- Membership dues
- Orders that must be prepaid

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- Palm Pilot, Pocket PC, PDA, and other hand-held computer devices
- Registration fees
- Restaurants (breakfasts, luncheons, and dinners)
- Services normally provided by University departments (e.g., UAHuntsville Copy Center, Facilities and Operations, Telecommunications)
- Software having license agreements that require signature
- Travel Expenses
- Trophies or plaques

The following items can be purchased on an LPO with justification: Cameras, cassette recorders, VCRs, DVD and CD players, and TVs. “All items must be used for official business only.” Items must be documented by memo and attached to the Purchasing copy of the LPO.

Purchases against Contract & Grant and cost sharing companion accounts must be made according to the University’s cost policy. If at a later date the purchase is deemed unallowable on that account, the charge will be moved to the Principal Investigator’s Indirect Cost Recovery (ICR) account or the department’s state account.

V.4. Procedure

LPOs must be issued in a pre-numbered sequence. Procurement Services maintains a record of the numbers assigned to each department.

The LPO must be typed or printed legibly. If more space is needed, attach a list and type “As per attached list” on the LPO. The user then hand-carryes or mails the LPO to the vendor. To eliminate duplicate orders when placing the order by telephone or fax, type “Confirmation: Do not duplicate” on the LPO before mailing.

LPOs must have all pertinent information, including the following:

- Date of order
- Complete vendor name and address
- Proper organization code number (account code is not mandatory)
- Content of order (only items in accordance with University policy and Federal and State law will be approved; contact Procurement Services if uncertain)
- Complete item description (commodity, manufacturer, model and/or catalog numbers, name of item)
- Monetary figures
- Receipt information

(Rev. 4/08)
• Signature approval by the Budget Unit Head or those persons to whom signature authorization has been delegated on the Limited Purchase Order Responsibility Form LPO-1 12/05
• Statement of Certification of Compliance with Act No. 2006-557 (see Section V.10, “Certification of Compliance” or visit our website at www.uah.edu/admin/bussvcs)

The user is responsible for:

• Ensuring sufficient funds are available in the account to cover the purchase
• Properly distributing LPO copies (see Table PS-3)
• Delivering/mailing LPO to vendor
• Typing “Confirmation: Do not duplicate” on LPOs placed by telephone or fax
• Consulting with contracted prices; refer to the Procurement Services website for best possible prices on certain items (e.g., software, office supplies, diskettes) or contact Procurement Services

The vendor must reference the LPO number on invoices, on shipping documents, and in the shipping address. For example:

*The University of Alabama in Huntsville*

*Central Receiving Building*

*User Name/Department/LPO Number*

*301 Sparkman Drive*

*Huntsville, AL 35899*

The user secures the merchandise and signs the Accounting / Receiving copy (yellow) to verify receipt. Do not send the Accounting / Receiving copy to Accounts Payable until you have received the merchandise.

**NOTE:** Invoices received from vendors must be forwarded to Accounts Payable. Payment will not be issued without an original invoice.

Do not hold the Procurement copy waiting for the merchandise to be received. Procurement Services must receive this copy within five working days from the time the LPO is issued unless prior approval is authorized by Procurement Services.
V.5. Minor Repairs
If processing minor equipment repairs on an LPO, indicate the following:

- UAHuntsville inventory number, if applicable
- Product serial number
- Brand name
- Model number
- Equipment problem
- Actual cost of repair (no estimates)

V.6. Freight Charges
If incurring freight charges for items delivered to UAHuntsville, indicate freight charge as a line item and include it in the actual total price.

V.7. Distribution
LPOs have four copies to be distributed as in Table PS-3.

Table PS-3, LPO Distribution

<table>
<thead>
<tr>
<th>Copy</th>
<th>Recipient</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>White (1)</td>
<td>Vendor</td>
<td>Completely fill out this copy with the date and items being ordered. Show complete descriptions, prices, and total for order. Obtain signature approval by the Budget Unit Head or those persons to whom signature authorization has been delegated on the Limited Purchase Order Responsibility Form LPO-1 12/05. Only persons having authority may sign and issue the LPO. Without this signature the LPO will not be valid.</td>
</tr>
<tr>
<td>Pink (2)</td>
<td>Procurement</td>
<td>Procurement Services must receive this copy within 5 working days from the time the LPO is issued unless prior approval is authorized by Procurement Services. Failure to comply will preclude future use for 30 days.</td>
</tr>
<tr>
<td>Yellow (3)</td>
<td>Accounting/ Receiving</td>
<td>Complete the bottom section of the LPO and attach all pertinent documents (e.g., invoices, packing slip). Forward to Accounts Payable after receiving merchandise, except on Contract &amp; Grant and cost sharing companion accounts. Merchandise received against Contract &amp; Grant and cost sharing companion accounts must be sent to the Office of Sponsored Programs (OSP) for review. OSP then will forward the LPO to Accounts Payable for payment.</td>
</tr>
<tr>
<td>Blue (4)</td>
<td>Department</td>
<td>Retain for department files.</td>
</tr>
</tbody>
</table>
V.8. Void

If voiding an LPO is necessary, justify reason in a memo and send to Procurement Services with the Purchasing and vendor copies of the LPO. Send a copy of the memo to Accounts Payable with the Accounting/Receiving copy. Retain the department copy for your files. Notify the vendor if the vendor copy has been mailed.

V.9. Replenishment

Allow Procurement Services one day notice for replenishing LPOs. Contact the Procurement Officer who monitors your departmental LPOs to request a new batch. You will be contacted when the LPOs are ready for pick up.

V.10. Certification of Compliance

The following statement has been added to every LPO:

Certification Pursuant To Act No. 2006-557
Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By accepting this Limited Purchase Order, the vendor is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

V.11. Record Retention

Retain LPO departmental copy in office for 3 years after the end of the fiscal year in which the records were created; then destroy.

VI. PETTY CASH AND OTHER REIMBURSEMENTS

VI.1. Policy

Petty Cash permits an individual to use personal funds to purchase supplies for UAHuntsville and then receive an immediate refund. Items may be purchased from more than one vendor. The maximum reimbursement, however, is $50.00 plus tax per vendor, per day. A separate Petty Cash Voucher must be done for each vendor. For information on tax exemption, please see Section III.3., “Tax Exemption.”

If purchases exceed the Petty Cash limit, the individual should complete a Miscellaneous Disbursement Voucher and submit it with receipts to
Accounting & Finance. The *Miscellaneous Disbursement Voucher* is available at [www.uah.edu/admin/Budget/Forms](http://www.uah.edu/admin/Budget/Forms).

**VI.2. Exclusions**

- Blinds
- Christmas cards
- Fans, space heaters
- Food (except those items for lab/classroom use)
- Gasoline (except for UAHuntsville vehicles)
- Meals
- Registration fees
- Travel

**VI.3. Procedure**

**COMPLETING THE FORM**

The *Petty Cash Voucher* (Form PCS-3, Rev. 9/05, Figure PS-8) is available at the UAHuntsville Copy Center. Petty Cash Vouchers must be typewritten or printed in ink. The Voucher must include the following information:

1. **Date of Purchase** — Enter the date the item was purchased.
2. **Date of Request** — Enter the date the Petty Cash Voucher, with original receipts attached, is brought to Procurement Services.
3. **Vendor** — Enter the name of the store or vendor from which the purchase was made.
4. **Description** — Enter the name of the item that was purchased.
5. **Index / Account Code / Amount** — Enter the Index Code and Account Code from which the Petty Cash reimbursement will be taken, and enter the amount of the purchase, including tax if any.

---

**NOTE:** Petty Cash Reimbursements will appear on the budget printout by the name of the Petty Cash representative in Procurement Services.

6. **Budget Unit Head** — Obtain signature authorization of the Budget Unit Head or other person with authority for the budget.
7. **Person Receiving Petty Cash** — Person receiving reimbursement prints and signs name.
Attach original receipts to the Petty Cash Voucher and hand-carry it to Procurement Services during the hours of **9:00 – 10:00 a.m. and 2:00 – 3:00 p.m.** All valid receipts should provide a brief description of items purchased and the dollar amount and should indicate that payment has been made by cash, check, or credit card. If the receipt does not identify the items purchased, a complete description should be written on the voucher.

**TAX EXEMPTION**

Departments intending to purchase items through Petty Cash may request a Tax Exempt letter from Business Services to avoid paying sales tax.

## VII. CONTRACTS FOR PROFESSIONAL SERVICES

### VII.1. Policy

A contract is necessary whenever UAHuntsville departments require services that cannot be provided by an employee. Please see Section II.31, “Contracting Professional Services,” for types of individuals frequently contracted.

To avoid violating tax laws, UAHuntsville must carefully consider those cases where UAHuntsville provides the work site, supervision, and materials and allows the Contractor to participate in employee meetings and other activities. Such cases may be interpreted as employee/employer relationships rather than contractual relationships. Please see Figure PS-9 for Contract Guidelines from the Office of Counsel.

**NOTE:** The labels “Employee” and “Contractor” are not conclusive; departments should contact the Office of Counsel for classification of individuals.

### VII.2. Completing the Form

*The Contract for Professional Services Form* (Rev. 11/88, Figure PS-10) and *General Terms and Conditions* (Rev. 11/88, Figure PS-11) are available at the UAHuntsville Copy Center.

**A. Approved By** — Obtain the signature of the Budget Unit Head or other person with authority for the budget, with name typed or printed below the signature.

**Budget Unit Name** — Enter the department initiating the contract.
Date — Enter the date the Budget Unit Head signed the contract.

Return Contract To — Enter the name and campus mailing address of individual who should receive copies of the completed contract.

General Terms Provided to Contractor (check) — Check this line to indicate that Contractor has received a copy of the General Terms and Conditions with the contract. After signing and returning the contract, the Contractor keeps the General Terms and Conditions.

B. THIS AGREEMENT — Enter the name and complete address of the individual or company entering into the contract.

C. Scope of Work — Describe the duties and services the Contractor is required to perform.

D. Compensation — Enter the organization code to which payment is to be charged; check the applicable provisions (a, b, c, d, e, or f).

E. Term — Enter the period in which services will be performed (Example: “September 15–19, 2006” or “During the month of April, 2006”).

F. Additional Provisions — Describe any provisions that are different from the General Terms and Conditions.

G. Board of Trustees — Leave blank for signature.

Name — Type or print the vice president’s name.

Title — Enter the vice president’s title.

Date — The vice president enters the date he or she signs the contract.

H. Contractor — Obtain the signature of the individual entering into the contract with UAHuntsville

Name — Type or print the name of the individual signing the contract.

Title — Enter the title of the individual signing the contract, if the Contractor is a company.

Address — Enter the Contractor’s address.

Soc. Sec. No./Tax Identification Number — Enter the Social Security number or the Passport number if the Contractor is
an individual; enter the Tax ID number if the Contractor is a company.

Date — Enter the date the Contractor signed the contract.

VII.3. Procedure and Approval

Departments should submit to Business Services all contracts for Professional Services at least two weeks prior to the first day of the contracted assignment. The procedure for completing a contract or contract amendment takes approximately five to seven working days. If a contract is issued after the official first day of the period specified in the contract, the department must issue an “After-the-Fact Justification” signed by the Originator.

DEPARTMENT

All departments, except Office of Sponsored Programs (for contract or grant agreements with regard to research and service activities) and the Division of Continuing Education (for standard-form instructor contracts for courses taught in the Division of Continuing Education), must follow this procedure:

• Obtain Budget Unit Head’s signature.
• Provide General Terms and Conditions and obtain Contractor’s signature.
• Include statement of Certification of Compliance with Act No. 2006-557 (See Section VII.7, “Certification of Compliance.”)
• Send contract and one copy to Business Services.

BUSINESS SERVICES

Business Services completes review and approval of the contract according to this procedure:

• Review contract documents for consistency of names and references, including proposals, payments, and published materials, and register receipt of contract.
• Forward to Office of Counsel for complete review and approval.
• Obtain signature of department’s vice president.
• Assign contract number.
• Return to the department a completed copy of contract, including number assignment and signatures, and retain the original contract on file in Business Services.
NOTE: All contracts issued to foreign nationals must be approved by Research Security and Immigration Administration before being submitted to Business Services.

VII.4. Amendments to Contracts

If a contract must be changed in any way, an Amendment (Amendment of Contract Form, Rev. 3/85, Figure PS-12) is necessary. Follow the same process and approval procedures for Amendments as for the original contract. **Attach a copy of the original contract to the Amendment when submitting it to Business Services.**

VII.5. Payments Against Contracts

The contracting department must submit a Requisition to make payments against contracts. Requisitions for payment must contain the following information:

- Contract number
- Payment number
- Social Security or Tax ID number
- Period in which service is performed

Payments are made either by issued check or Blanket Purchase Order. To issue a check, indicate “Issue Check” in Document Text on the Requisition. Submit a copy of the contract, referencing the Requisition, to the first and final payments of the current fiscal year.

**BLANKET PURCHASE ORDERS**

A Blanket, or Standing, Purchase Order may be issued to encumber funds for payment obligations against Contracts within the current fiscal year.

- Submit **two copies of the contract, referencing the Requisition for a Blanket Purchase Order**; one copy showing the Purchase Order number will go to Accounts Payable and the other copy will remain in Business Services on file with the Requisition.

- Departments then authorize payments by issuing a Memorandum Receiving Report and forwarding it to Accounts Payable. The MRR should show the payment number. Please see Section II.24, “Blanket (Standing) Purchase Orders,” for more information.

(Rev. 4/08)
VII.6. Disclosure Statement

Completion of the “Disclosure Statement of Relationship Between Contractor/Grantees and Employees/Officials of the University” is required for:

- Professional Services contracts in the amount of $7,500.00 or more
- Management contracts

VII.7. Certification of Compliance

The following statement must be included with every Contract for Professional Services:

Certification Pursuant To Act No. 2006-557
Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By accepting this contract, the contractor is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

VII.8. Record Retention

Retain contracts in office for six years after expiration of the contract; then destroy.

VIII. BIDS

VIII.1. Policy

Article 2, Section 41-16-20 of Public Contracts of the Alabama Competitive Bid Law establishes that contracts involving $7,500.00 or more made for or on behalf of the Board of Trustees of the University of Alabama in Huntsville, regardless of nature, shall be let by free and open competitive bidding, on sealed bids, to the lowest responsible bidder, except as otherwise provided. This policy is true for all contracts involving $7,500.00 or more whether contracts involve labor, services, or work; or for the purchase or lease of materials, equipment, supplies, or other personal property.

EXEMPTIONS

Article 2, Section 41-16-21 of Public Contracts of the Alabama Competitive Bid Law states that competitive bids shall not be required for utility services where no competition exists or where
rates are fixed by law or ordinance. Furthermore, competitive bids are not required for the following:

- The purchase of insurance by the State
- Securing the services of attorneys, physicians, architects, teachers, superintendents of construction, artists, appraisers, engineers, and other individuals possessing a high degree of professional skills where the personality of the individual plays a decisive part
- Contractual services, purchases of personal property, purchases of commodities that have only one vendor or supplier, and other purchases which by their very nature are impossible to award by competitive bidding

SMALL BUSINESSES

Procurement Services facilitates Small Business, Small Disadvantaged Business, Labor Surplus Area Concern, and Historically Under-Utilized Business Zone participation by including these vendors on all possible University solicitations. Time frames for bid response, preparation, and delivery will be designed to facilitate qualified participation without being detrimental to either the program or sound purchasing practices.

VIII.2. Bids and Pricing Guidelines

Bids will be solicited when considered to be in the best interest of the University. Procurement Services has the authority to use the guidelines of Table PS-4 to secure bids.

Table PS-4, Pricing Guidelines

<table>
<thead>
<tr>
<th>Price Range</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000.00 and below</td>
<td>Procurement Services contacts vendors and receives quotations with no documentation required.</td>
</tr>
<tr>
<td>$5,000.01 to $7,499.99</td>
<td>Procurement Services receives quotations with supporting documentation attached to Requisitions (faxed or mailed to UAHuntsville).</td>
</tr>
<tr>
<td>$7,500.00 and above</td>
<td>Whether single items or like items, Procurement Services will secure sealed bids. Requisitions for Sole Source commodities must be accompanied by a Sole Source Justification Form signed by the Principal Investigator and department director/chair/dean. Procurement Services will declare whether a Requisition is a sole source based on information provided.</td>
</tr>
</tbody>
</table>
VIII.3. Procedure

Requisitions of like items during a fiscal year will result in bid solicitation when the total cost exceeds the bid amount designated by the Alabama Competitive Bid Law.

Prior to bid solicitations, all electronic approvals for the Requisition must be obtained (see Section II.1, “Approval of Requisitions”).

**BID REQUESTS**

Bids are opened for a two week period to allow vendors sufficient opportunity to respond. Bids are accepted at Procurement Services before the opening date and time designated on the bid request. Bids are stamped with the date and time they are received in Procurement Services. Faxed bids cannot be accepted.

General Conditions are included with each Request for Formal Bid. See Figure PS-13 for a sample copy of General Conditions. Also see Figure PS-14 for a sample of the Request for Formal Bid Quotation Form.

Every bid submitted must contain a statement of Certification of Compliance with Act No. 2006-557. See Section VIII.11, “Certification of Compliance.”

**BID RESPONSES**

Bid responses are tabulated by Procurement Services and then evaluated by the requisitioning department as required. After evaluation and documentation, the bid is awarded to the responsible low bidder. The Requisition is then processed into a Purchase Order to the successful bidder.

VIII.4. Bid List and Vendor Selection

The Bid List used by Procurement Services comprises all vendors who have formally requested to be placed on the UAHuntsville Bidders List. Procurement Services will solicit bids to a vendor suggested by the department on the Requisition even if the vendor is not on the bid list.

Past performance and cooperation with UAHuntsville are important factors in vendor selection. At the Procurement Officer’s discretion, all vendors who can provide quality products and services at competitive pricing will be considered for competitive bidding.

The Bid List is periodically updated by:

- Deleting those vendors who did not respond to a Request for Formal Bid for three consecutive times

(Rev. 4/08)
• Adding Small Business and Small Disadvantaged Business vendors from directories and catalogs
• Consulting the Federal Purchasing Agencies listing and similar listings
• Consulting catalog sources such as the Thomas Register and vendors’ catalogs

VIII.5. Requirements
Indicate on the Requisition any special requirements or additional information pertinent to the processing of the Requisition. Examples include installation, alternate delivery site (other than Central Receiving), essential features, and maintenance requirements.

VIII.6. Standing Bids
Procurement Services maintains standing, or long-term, bids with a variety of vendors for many goods and services. Any UAHuntsville department may use these standing bids regardless of originator.

VIII.7. State Contracts and Bids
Procurement Services maintains copies of State Contracts released by the State of Alabama, Department of Finance, Division of Purchasing. These Contracts may be used by the University Community for various commodities. These Contracts are also available on the web at: http://purchasing.alabama.gov/active%20contracts.htm.

VIII.8. University Contracts and Pricing Agreements
Procurement Services maintains and monitors University-established Contracts and pricing agreements that may be used to purchase various commodities and services.

VIII.9. Consortium Bids
Procurement Services maintains bids in cooperation with the University of Alabama System. The System is composed of the University of Alabama in Huntsville, The University of Alabama at Birmingham, and The University of Alabama. These contracts may be used by the University Community for various commodities.
VIII.10. Disclosure Statement

Completion of the “Disclosure Statement of Relationship Between Contractor/Grantees and Employees/Officials of the University” is required for:

- Bid packages for contracts in the amount of $7,500.00 or more with the successful bidder
- Construction contracts
- Sole source purchases in the amount of $7,500.00 or more
- Public Works in the amount of $7,500.00 or more

VIII.11. Certification of Compliance

The following statement is included with every Request for Formal Bid:

Certification Pursuant To Act No. 2006-557

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By accepting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

VIII.12. Record Retention

Retain bids permanently.

IX. INSURANCE

IX.1. Types of Coverage

Business Services obtains insurance coverage for the University. Among the policies administered by Business Services are Fire and Extended Coverage, which insures all University-owned buildings and contents, and Fleet Insurance, which provides primary physical damage coverage for all University-owned, 10-year-old and newer vehicles. In addition, excess coverage is provided for all “hired” vehicles, which includes those rented by University employees for use in University business. The comprehensive coverage carries a $250 deductible, and collision coverage carries a $500 deductible.
FLEET SERVICES

University employees may use University-owned vehicles for local and out-of-town travel when on official business. These vehicles are available through Fleet Services, administered by Facilities and Operations Administration according to established institutional policies.

IX.2. Accidents

A University employee involved in an accident while driving a University-owned, personal, or rental vehicle on official business should do the following:

- Never admit fault or imply that UAHuntsville will pay damage or personal injury expenses to the other driver(s).
- Do not move the vehicle.
- Call University Police if on campus; otherwise call city, county, or state police as appropriate.
- Obtain insurance and pertinent personal data (e.g., name, address, telephone number) from the other driver(s).
- Advise the other driver(s) to contact the Coordinator of Fleet Services at 824-6482 regarding questions after the accident.
- Obtain the name and address of the investigating agency and the amount of the fee to get a copy of the accident report when the accident occurs out-of-town (and especially out-of-state).

If asked for information on the University’s insurance carrier, the employee should refer to the information in the glove compartment of the vehicle.

IX.3. Accidents Involving Bodily Injury

Follow the procedures outlined above in Section IX.2, “Accidents.” In addition, obtain the following information about the injured party (ies):

- Name, address, and telephone number
- Hospital to which the party was transported
- Ambulance service used
- Type and extent of injuries (if known by the employee)
- Other available information

IX.4. Post-Accident Procedure

The employee must notify both Fleet Services at 824-6482 and his or her supervisor about the accident as soon as possible and provide them with all relevant information. Within 24 hours following the accident (except
weekends and holidays), go to Facilities & Operations Department, room 124 in the Physical Plant Building.

- Provide information to complete the Alabama Department of Public Safety Form SR-13, which must be filed with the state.
- Sign the form, which UAHuntsville will send to Montgomery to help the State enforce its mandatory automobile insurance law.

Be prepared to help obtain a copy of the accident report from the agency conducting the investigation.

IX.5. Claims and Lawsuits

Any claims resulting from the accident are handled cooperatively by the UAHuntsville Office of Counsel and Facilities and Operations Administration. If the other driver appears to be at fault, a claim will be filed with that driver’s insurance carrier. If the University’s claim is not paid voluntarily, a lawsuit will be filed against the other party.

NOTE: The University maintains liability insurance to protect employees against claims of negligence and fault in an accident. Both the University and the employee are insured under that policy. An insurance adjuster, working with the Office of Counsel, deals with the other party to resolve claims.

The employee will probably be called as a witness in the event of litigation. The employee may be contacted by an attorney or adjuster about the accident. Unless the adjuster is associated with the University’s automobile insurance carrier, the employee should refer any such contacts to the Office of Counsel. Do not discuss the accident with any representative of the other party until after talking to an attorney in the Office of Counsel and then only pursuant to the attorney’s advice.

COMPREHENSIVE AND COLLISION COVERAGE

Comprehensive and collision coverage are in place for vehicles rented on behalf of the University. The driver must have a Travel Authorization on file before taking the trip. The University coverage on a rental vehicle applies only to vehicles used on official University business.

Any questions concerning these policies and procedures or other issues in connection with Fleet Services’ vehicle accidents can be addressed to the Coordinator of Fleet Services and/or Office of Counsel.
X. CORPORATE CHARGE CARDS

X.1. American Express Card

An American Express Corporate Card is available to eligible employees who conduct official University business. The Corporate Card is issued for the convenience of the employee, while on University business, at no cost to the employee. The Corporate Card can be used at all businesses that honor American Express cards.

KEY BENEFITS

Some key benefits of the American Express Corporate Card are:

- No Corporate Card fee; this card will be provided at no cost to you
- Travel Accident Insurance coverage up to $100,000
- Baggage Insurance up to $1,250 for carry-on baggage and $500 for checked baggage when you use your Corporate Card to purchase air, rail, or bus tickets on a common carrier
- Check cashing privileges at participating hotels and motels and at all travel service offices of American Express

APPLICATION

Please contact Business Services for an American Express Corporate Card application. All applications are subject to authorization by the Program Administrator. American Express normally requires a $15,000 annual salary.

Employees should indicate their billing address (home or otherwise) on the application. Return the completed application to Business Services for processing. Do not send the application to American Express. Processing time is approximately 7–14 business days. The employee’s name will appear on the card as well as “The University of Alabama in Huntsville.”

X.2. Diners Club Card

The University offers the Citicorp Diners Club Card at no annual fee to eligible employees who conduct official University business. The Diners Club Card offers travelers greater choices and increased benefits. It should be used only for University-related business expenses wherever the Diners Club Card is accepted.
KEY BENEFITS

Some key benefits of the Diners Club program are:

- Full Value Primary Rental Car Collision/Damage Coverage
- Common Carrier Travel Accident Insurance automatic coverage up to $350,000
- Excessive Baggage Insurance up to $1,250 for replacement value of checked or carried on baggage
- Grace period of up to 60 days in the event of a delay in reimbursement
- Club Cash program, which enables travelers to withdraw cash up to $300 per day and $300 per week at over 300,000 ATMs worldwide; travelers using this feature will be charged a $6.00 fee per transaction, which is the responsibility of the individual

APPLICATION

Please contact Business Services for a Diners Club application. Return the completed application to Business Services for processing. Do not send the application to Diners Club.

X.3. Billing

These University-sponsored cards are issued in the employee’s name, and responsibility for payment lies with the cardholder. Individuals will be billed at the address on their card application. The balance in full is due each month. Individuals must pay American Express and/or Diners Club directly.

X.4. Travel Expense Reports

Employees should continue to report travel expenses according to University policy using the Out-of-State Expense Voucher or In-State Travel Expense Voucher. Please see Section II.25, “Travel.” Employees should submit expense reports within 60 days of the date that the expenses were incurred.

X.5. Termination

Employees must turn in cards to the Benefits Office on termination of University employment. All unpaid accounts are subject to normal collection procedures as set forth by the credit card companies.
XI. SURPLUS PROPERTY

XI.1. Policy

All state-owned property designated unusable or obsolete must be declared surplus. Any state-owned property can be transferred to another department or state agency. Otherwise, UAHuntsville auctions surplus items according to Alabama State Law or obtains sealed bids for surplus property sales on special and unique items. (UAHuntsville reserves the right to reject bids less than estimated market value.) Other situations are reviewed by Procurement Services on a case-by-case basis, according to Alabama State Law, to determine acceptable procedures. Refer to Central Receiving, Section IV, for procedures to declare items as surplus.
<table>
<thead>
<tr>
<th>FIGURE</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS-1</td>
<td>Banner Finance Self-Service Request Form</td>
</tr>
<tr>
<td>PS-2</td>
<td>Flow Diagram of Requisition Procedure</td>
</tr>
<tr>
<td>PS-3</td>
<td>Commonly Used Banner Account Codes</td>
</tr>
<tr>
<td>PS-4</td>
<td>Sole Source Justification Requirements</td>
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<tr>
<td>PS-6</td>
<td>Limited Purchase Order</td>
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<td>PS-7</td>
<td>Limited Purchase Order Responsibility Form</td>
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<td>PS-9</td>
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<tr>
<td>PS-10</td>
<td>Contract for Professional Services</td>
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<tr>
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<td>General Terms and Conditions</td>
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<td>Amendment of Contract</td>
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</tbody>
</table>
## Banner Finance Self-Service (FSS) Request Form

### Step One - Application Information

- **Name:**
- **Phone:**
- **Email:**  @UAH.EDU
- **First**
- **MI**
- **Last**
- **Fax:**
- **Department Name:**
- **Banner ID:** A  OR  SSN #

### Step Two - Check Module Requested

- **Finance Self Service** Includes Budget and Encumbrance Queries, View & Approve Documents, Purchase Requisitions, and Budget Transfers.
- **Posting Only**
- **Query Only**
- **Both**

- **Budget Development** Restricted to only those who develop the annual budgets.

### Step Three - 6 Digit Organizational Code Requested

<p>| | | | | | |</p>
<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Step Four - Applicant's Signature

I consent to the monitoring of my use of these computing resources for the purpose of accountability and authorized use. I understand that I am subject to disciplinary action and/or criminal prosecution for unauthorized use. I have read, understood, signed and will comply with the University Computer & Network Use Policy & the University Confidentiality Statement.

**Signature**

**Date**

### Step Five - Department Authorization

I approve the requested access for this employee. I agree to notify Budget Office (MDH 221) when the applicant is terminated from the University or no longer needs access to FSS.

**Signature:**

**Name (Print):**

**Title**

**Date:**

(To Be Completed by Office of Budgets & Management Information)

**Madison Hall 221**

The applicant has received training in Banner Self-Service

**Fund**

**Organizational Code**

**Approved**

**Date**

**Position #**
Figure PS-2

FLOW DIAGRAM OF REQUISITION PROCEDURE

Requisition entered into Banner Self-Service

- RUSH
- Change Order

Contract & Grant or Cost Sharing Companion Account?

- YES
  - Office of Sponsored Programs Approval

- NO
  - Over $25,000?
    - YES
      - VP Finance & Administration
    - NO
      - Radioactive?
        - YES
          - Environmental Health & Safety
        - NO
          - Vehicle: purchase or lease?
            - YES
              - Facilities & Operations
            - NO
              - Contract for Professional Services

- NO
  - Contract for Professional Services

Procurement Officer (Bid)

Ready-to-Print

- Printed PO & Copy
  - Procurement Services Technician matches PO and Requisition

- Procurement Officer or Senior Business Services Asst. Review
  - AVP Signature
  - Distribution by Procurement Services Technician
    - Vendor
    - Department
    - File

(Rev. 4/08)
## COMMONLY USED BANNER ACCOUNT CODES FOR REQUISITIONS AND PETTY CASH VOUCHERS

<table>
<thead>
<tr>
<th>ACCOUNT CODE</th>
<th>CATEGORY</th>
<th>ACCOUNT CODE</th>
<th>CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>7103</td>
<td>Honorariums and Consultants&lt;sup&gt;1&lt;/sup&gt;</td>
<td>7431</td>
<td>Radioactive Materials</td>
</tr>
<tr>
<td>7151</td>
<td>Advertising</td>
<td>7432</td>
<td>iPods, PDAs, etc. (with VP approval)</td>
</tr>
<tr>
<td>7152</td>
<td>Institutional Dues and Membership</td>
<td>7433</td>
<td>Computer and Peripheral Supplies</td>
</tr>
<tr>
<td>7153</td>
<td>Institutional Subscriptions</td>
<td>7434</td>
<td>Laboratory Supplies</td>
</tr>
<tr>
<td>7156</td>
<td>Postage and Freight</td>
<td>7435</td>
<td>Supplies: Equipment Manufacturing&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>7159</td>
<td>Telephone Expense</td>
<td></td>
<td>Will not incur indirect charges.</td>
</tr>
<tr>
<td>7167</td>
<td>Printing</td>
<td>7436</td>
<td>Supplies: Equipment Manufacturing&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>7168</td>
<td>Binding and Publications</td>
<td></td>
<td>Will incur indirect charges.</td>
</tr>
<tr>
<td>7170</td>
<td>Bulletins and Catalogs</td>
<td>7437</td>
<td>Supplies: UAH Bookstore</td>
</tr>
<tr>
<td>7171</td>
<td>Page Charges</td>
<td>7440</td>
<td>Hazardous Chemicals (requires special handling)</td>
</tr>
<tr>
<td>7172</td>
<td>Internet/Web Services</td>
<td>7450</td>
<td>Computer and Peripheral Equipment ($2000–$4999)</td>
</tr>
<tr>
<td>7174</td>
<td>Software Purchase</td>
<td>7451</td>
<td>Lab Equipment ($2000–$4999)</td>
</tr>
<tr>
<td>7175</td>
<td>Software Maintenance Support</td>
<td>7452</td>
<td>Audio Visual Equipment ($500–$4,999)</td>
</tr>
<tr>
<td>7205</td>
<td>Travel: Air</td>
<td>7453</td>
<td>Internal Enhancements ($2000–$4,999)</td>
</tr>
<tr>
<td>7210</td>
<td>Travel: Rail/Bus</td>
<td>7454</td>
<td>Other Equipment ($2000–$4,999)</td>
</tr>
<tr>
<td>7220</td>
<td>Travel Expense&lt;sup&gt;2&lt;/sup&gt;</td>
<td>7460</td>
<td>Computer and Peripheral Equipment ($500–$2,000)</td>
</tr>
<tr>
<td>7229</td>
<td>Vehicle Rental</td>
<td>7461</td>
<td>Audio Visual Equipment (under $500)</td>
</tr>
<tr>
<td>7230</td>
<td>Personnel Recruitment</td>
<td>7603</td>
<td>Business Conferences and Luncheons</td>
</tr>
<tr>
<td>7231</td>
<td>Personnel Recruitment Advertisement</td>
<td>7604</td>
<td>Plaques and Awards</td>
</tr>
<tr>
<td>7232</td>
<td>Moving Expense</td>
<td>7605</td>
<td>Cash Awards</td>
</tr>
<tr>
<td>7245</td>
<td>Travel Expense: Non-Employee For reimbursement of expenses or travel.</td>
<td>7612</td>
<td>Registration Fees: Conferences</td>
</tr>
<tr>
<td>7304</td>
<td>Maintenance and Repair: Equipment</td>
<td>8101</td>
<td>Movable Equipment (excluding vehicles)&lt;sup&gt;4&lt;/sup&gt;</td>
</tr>
<tr>
<td>7306</td>
<td>Maintenance Agreements</td>
<td>8103</td>
<td>Internal Enhancements over $5,000&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>7310</td>
<td>Hazardous Material Handling</td>
<td>8105</td>
<td>Equipment Special PR&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>7312</td>
<td>Rental of Equipment</td>
<td>8107</td>
<td>Vehicles</td>
</tr>
<tr>
<td>7313</td>
<td>Rental of Premises</td>
<td>8108</td>
<td>Payment on Equipment Obligations (Lease-Purchase)</td>
</tr>
<tr>
<td>7314</td>
<td>Lease of Vehicles</td>
<td>8109</td>
<td>Fixed Equipment For equipment and fixtures to be attached to a building which increases the value of the building.</td>
</tr>
<tr>
<td>7404</td>
<td>Office Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7406</td>
<td>Educational Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7425</td>
<td>Books: Non-Library</td>
<td>7114</td>
<td>Contract not/individual up to $25,000</td>
</tr>
<tr>
<td>7428</td>
<td>Other Supplies and Materials</td>
<td>7115</td>
<td>Contract not/individual over $25,000</td>
</tr>
<tr>
<td>7430</td>
<td>Chemical Supplies</td>
<td>7116</td>
<td>Contract individual up to $25,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7117</td>
<td>Contract individual over $25,000</td>
</tr>
</tbody>
</table>

---

<sup>1</sup> Payments to individuals or companies performing consulting or other professional services. (Usually subject to IRS 1099 reporting.)

<sup>2</sup> Incurred by employees in connection with official travel outside the state of Alabama; per diem allowance incurred for travel within the state if travel is six hours or more.

<sup>3</sup> Only used on Contracts and Grants FOAPAL.

<sup>4</sup> For equipment purchases not associated with building construction. Equipment is defined as tangible personal property with a life expectancy greater than one year and having a unit cost of $5,000 or more.

<sup>5</sup> When buying equipment to attach to existing equipment, you must indicate on the Purchase Order the existing equipment’s ID number, serial number, etc.

(Rev. 4/08)
The University of Alabama in Huntsville

Sole Source Justification Requirements

Section 41-16-20 of the Alabama Code mandates that all contracts of whatever nature for labor, services or work or for the purchase or lease of materials, equipment, supplies or other personal property, involving $7,500.00 or more made on behalf of the University of Alabama in Huntsville be let by free and open competitive bidding by sealed bids. However, in rare and unusual cases the Associate Vice President of Business Services may waive the competitive bid process and approve a sole source purchase. Completion of the sole source justification form is required for appropriate review.

DEFINITION

Sole Source is procurement in which only one vendor is capable of supplying the commodity or service. This may occur when the goods or services are specialized or unique in character. Written Justification must be provided. ‘Sole’ means ‘the one and only’.

SOLE SOURCE JUSTIFICATION

The declaration of a "sole source" purchase must be exercised judicially and always with good faith. The goods or services "uniqueness" alone cannot qualify the producer or supplier of the good or service as a "sole service" of a good or service under Alabama's competitive bidding laws.

A Sole Source Justification must show that an equitable evaluation of comparable products has been made and that rejection of unsuitable products is based on technical deficiencies or a combination of other reasons. In cases where no other comparable source is known, whether at the manufacturer or distributor level, technical description of the product must be provided which is adequate to allow Procurement to make a thorough search and evaluation. It is important to remember that a sole source justification cannot be based on quality or price, since quality is subjective and price must be evaluated via competitive bidding.

If any of the exception(s) below describe the reasoning for this purchase, thus eliminating competition, proceed to complete the Sole Source Justification:

- Product or service is unique
- Available from only one sole source
- Compatibility of equipment or supplies (list equipment)
- Item specifically required for use in conjunction with grant or contract
- Requirement is of a proprietary nature

Approximately five business days are required to evaluate and process a sole source request. You are asked to consider this when submitting a request, and allow sufficient time prior to deadlines (quote expiration, grant expiration, etc.) for the sole source request to be evaluated.
The University of Alabama in Huntsville
Procurement Services

Request for
Sole Source Justification

Requisition No. ________________

VENDOR NAME & ADDRESS    TELEPHONE NO. ________________

ITEM DESCRIPTION:

JUSTIFICATION FOR SOLE SOURCE PROCUREMENT:

Use the following information as a guideline to support your sole source justification. In detail in the space provided, address the questions pertaining to your equipment. Submit this completed form, written quotes, and any other pertinent documentation as an attachment to the purchase requisition.

1. Does the product have special design and/or performance features, which are essential to your needs, such as unique capabilities, size constraints, portability, or instrument response time? **If yes, list the technical reasons for requesting the purchase of a specific brand, type or vendor of equipment, services, or supplies.**

2. List comparable products/services and the reasons why they are not acceptable. Give vendor name, telephone number, model/catalog number, price and reason for rejection.

Continued on next page

(Rev. 4/08)
3. Is the requested item(s) an integral repair or replacement part/accessory compatible with existing equipment and available from the requested source only? If yes, list the existing equipment, manufacturer, model number and serial number.

4. Is the requested item(s) essential in maintaining experiment continuity? If yes, explain and specify how the purchase of other goods or services would jeopardize research.

5. Explain in detail any additional determining factors that make this product unique. Attach any documents to support your statements.

6. Determination that anticipated cost will be fair and reasonable.

As the Principal Investigator, I certify that the above information is true and current to the best of my knowledge.

______________________________ Date
Signature of Principal Investigator

______________________________ Date
Signature of Director/Department Chairperson/Dean

______________________________ Date
Associate Vice President, Business Services

Note: No Sole Source documentation will be approved without this official form including signatures by the appropriate officials.

Revised 4-08
PURCHASE ORDER
(Front)

**PUCHASE ORDER**

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
PURCHASING SERVICES
HUNTSVILLE, AL 35899

**VENDOR NUMBER**
A25083593

**PURCHASE ORDER NUMBER**
P0010930

**DATE**
03/28/07

**FOAPAL**
15000-305001-7428-60

**SHIP TO:**
UAH Central Receiving Bldg
301 Sparkman Drive
Huntsville AL 35899
ATTN: P0010930/John R. Doe

**ITEM** | **QUANTITY** | **UNIT** | **DESCRIPTION** | **UNIT PRICE** | **EXTENSION**
--- | --- | --- | --- | --- | ---
1 | 1.00 EA | Desk, Steelcase Model 66x36, with executive return | 1,500.00 | 1,500.00 |
2 | 1.00 EA | Chair, Herman Miller #36, blue fabric #28, with high back | 575.86 | 575.86 |

**TERMS**
Net 30 days

**FOB**

**Purchasing Contact**
Terence Haley

**Phone**
256-824-6674

**Estimated Delivery**
03/28/07

---

**Discount:** .00
**Addl Charges:** .00
**Total Taxes:** .00
**Total:** 2,075.86

Original Copy Signed

**UAH Authorized Purchasing Official Signature**

DEPARTMENT COPY

An Affirmative Action/Equal Opportunity Institution

(Rev. 4/08)
Acceptance of this order constitutes agreement to the following order conditions.

By accepting this Purchase Order, vendor or contractor certifies that no University employee or official, and no spouse or dependent of a University employee or official, will receive a benefit from this University payment, except as has been disclosed in writing, to the University.

THE ORDER: Furnish the material specified in full accordance with conditions printed on the face and back hereof, and any other attachments made a part of this order.

ACCEPTANCE: This order is given for immediate acceptance by the Seller. Unless promptly notified to the contrary, the Purchaser will assume that the Seller accepts the order as written and that he will make prompt delivery on or before the date specified.

CERTIFICATION PURSUANT TO ACT NO. 2006-557
Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By accepting this Purchase Order, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

CONTRACT CANCELLATION: The Purchasing Office has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including, but not limited to, the following: (1) failure to deliver within the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; and (6) any other breach of contract.

DEFAULT OF CONTRACTOR: Where the University has determined the contractor to be in default, the University reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

QUANTITY: Quantities furnished in excess of those specified in this order will not be accepted and will be held at Seller’s risk, unless previously authorized by the University.

PURCHASE ORDER CHANGES: No changes in quantities, price, specifications, terms of shipping instructions, as set forth in this order will be allowed except on written authority of the Purchasing Official.

WARRANTY OF SUPPLIES: The Vendor, warrants that the supplies delivered hereunder shall be free from all defects in material and workmanship and shall comply with all the requirements of this order for a period of ninety (90) days from the date such supplies are accepted, unless otherwise provided herein.

ASSIGNMENT: The Vendor shall not assign this purchase order or monies due or to become due hereunder without the previous written consent of the University.

INSPECTION: All supplies purchased hereunder are subject to inspection and rejections upon receipt by the University, and rejected supplies may be returned at the Vendor’s expense. Transportation charges paid by the University in returning rejected supplies shall be reimbursed by the Vendor. The University’s count shall be final and conclusive on all shipments not accompanied by a packing ticket. In addition to its right to return rejected supplies, in the event of delivery of supplies not in accordance with the requirements of this order, the University may notify the Vendor of such damages or deficiencies, and if not repaired of corrected by the Vendor within ten (10) days after receipt of such notice, or such additional time as may be mutually agreed to by the University and the Vendor, the University shall have the right to correct any damages, defects, insufficiencies or improprieties therein and do any other work necessary to put the supplies in condition for the use intended and the cost of such correction shall be deducted from monies due the Vendor under this order.

TITLE AND RISK OF LOSS: The title and risk of loss of the goods shall not pass to Buyer until Buyer actually receives the goods at the point or points of delivery.

REMEDIES AND APPLICABLE LAW: This agreement shall be governed by and Buyer and Seller shall have all remedies afforded each by the Uniform Commercial Code, except as limited by statute or otherwise provided herein. Wherever the term “Uniform Commercial Code” is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Alabama as effective and in force on the date of this agreement.

FEDERAL ACQUISITION REGULATIONS: Federal Acquisition Regulations if attached are incorporated in this Purchase Order and is made an integral part thereof.
**LIMITED PURCHASE ORDER**

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE/ALABAMA 35899**

**LPO # 58150**

**DATE**

**TO**

**ITEM** | **QUANTITY** | **DESCRIPTION** | **UNIT PRICE** | **TOTAL PIECE**
---|---|---|---|---

**NOT VALID OVER $1999.99**

**CONDITIONS OF PURCHASE:**

1. The University of Alabama in Huntsville will not be liable for the payment of any bills for purchases unless covered by an LPO signed by the Director, Purchasing Services.
2. Itemized packing list must accompany each shipment.
3. On all F.O.B. Point of shipment orders, please prepay and bill for transportation charges.
4. The University of Alabama in Huntsville is an instrumentality of the state and is tax exempt. State Certificate No. EX-742. Federal Tax Exempt #53-0520830.
5. This order not valid over $1999.99.

**VENDOR COPY**

**ACCOUNT NO.** | **SUBCODE** | **AMOUNT**
---|---|---

**Delivery:**

**Bldg. Room Number:**

**Department:**

**DATE RECEIVED** / / **TIME** A.M. P.M.

**PACKING SLIP NO.**

**RECEIVED AND INSPECTED BY**

**ARRIVED VIA**

**OUR TRUCK** | **PARCEL POST** | **PREPAID** | **EXPRESS**
---|---|---|---

**NUMBER OF PIECES RECEIVED IN DEPT.**

**PURCHASING COPY**

**DIRECTOR, PURCHASING SERVICES**

**BUDGET UNIT HEAD**

**Not Valid Without Counter Signature**

(Rev. 4/08)
Limited Purchase Order Responsibility Form

As the Budget Unit Head you are assuming full responsibility of purchases made and assurance that funding is available for purchases associated with Limited Purchase Orders (LPOs) for your department. Current LPO guidelines are available at the Procurement Services website at http://www.uah.edu/admin/bussvcs/.

As the Budget Unit Head, I agree to ensure that the LPO guidelines are adhered to by my department:

________ initials

As the Budget Unit Head, I understand that failure to comply with the LPO guidelines will cause my department to lose the privilege of using LPOs:

________ initials

As the Budget Unit Head, I understand that LPOs are for small dollar ($1999.99) and emergency orders and are not to be combined to make a purchase larger than $1999.99; and are not intended to replace the normal requisitioning procedure:

________ initials

As the Budget Unit Head, I understand that there are exclusions to the use of LPOs and will ensure that my department complies with these exclusions:

________ initials

As the Budget Unit Head, I understand that only I and those that I have authorized are allowed to countersign the LPOs:

________ initials

Persons that I have authorized to countersign LPOs for purchases made by my department are:

<table>
<thead>
<tr>
<th>Print</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
<td></td>
</tr>
<tr>
<td>__________________</td>
<td></td>
</tr>
<tr>
<td>__________________</td>
<td></td>
</tr>
<tr>
<td>__________________</td>
<td></td>
</tr>
</tbody>
</table>

Name of Budget Unit Head (Please Print) __________________ Signature of Budget Unit Head __________________

Date __________________ Department __________________

If changes are required in the listing of authorized individuals, submit a replacement form to Procurement Services.

LPO-1 12/07

(Rev. 4/08)
Figure PS-8

PETTY CASH VOUCHER

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
Petty Cash Voucher

Date of Purchase 1  Date of Request 2
Vendor 3
Description 4

I certify that I spent my personal funds for an official purchase anticipating reimbursement by The University of Alabama in Huntsville.

<table>
<thead>
<tr>
<th>Index</th>
<th>Account Code</th>
<th>Amount</th>
</tr>
</thead>
</table>

5

Name of Budget Unit Head (Please Print)  Signature of Budget Unit Head
Name of Person Receiving Petty Cash (Please Print)  Signature of Person Receiving Petty Cash

Approved—Procurement Services (Please Print)  Approved—Procurement Services (Signature)

PCS-3 Revised 1/08

(Rev. 4/08)
CONTRACT GUIDELINES

1. The University should be designated in all contracts as “The Board of Trustees of the University of Alabama, for and on behalf of the University of Alabama in Huntsville.” An acceptable alternative designation is “The University of Alabama in Huntsville.” This designation should appear in the first paragraph of the contract where the parties are identified and at the signature block of the contract. Elsewhere in the contract the University may be referred to in “shorthand” manner, such as “Contractor,” “Lessee,” etc.

2. Clauses which require the University to indemnify or “hold harmless” the contractor are not acceptable. These clauses attempt to impose liability upon the University in violation of Article I, section 14 of the Alabama Constitution.

3. Any obligation of the University to maintain liability, worker’s compensation, or property insurance must be consistent with Alabama law and institutional policy. The University cannot name additional insureds on its liability policy or issue certificates of insurance in the usual sense of that term in commercial transactions. Additionally, the University is not subject to worker’s compensation laws, although the University does follow the policy of compensating its employees for on-the-job injuries in a manner generally consistent with the Alabama’s worker’s compensation statutes.

4. The University cannot accept an arbitration clause or a provision under which the University waives venue and jurisdiction in connection with an attempt by the contractor to obtain a judgment against the University.

5. A contract must not include language or provisions which make the contractor an employee of the University or which purport to make the contractor an agent for the University.

6. University contracts must be governed by and construed under Alabama law.

(Rev. 4/08)
CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into by The Board of Trustees of The University of Alabama, for and on behalf of The University of Alabama in Huntsville (herein, the "University") and (herein, the "Contractor").

WITNESSETH:

IN CONSIDERATION of the mutual promises and covenants herein contained and other good and sufficient consideration, it is agreed by and between the parties as follows:

1. **Scope of Work.** The Contractor agrees to provide the following services:

2. **Compensation.** The University shall pay the Contractor (from Contract/Account No. ) as follows (check one or more if applicable):
   
   a. _____ A fee in the amount of $______________
   
   b. _____ A lump sum of $______________ all inclusive (fee, travel,lodging, food, etc.).
   
   c. _____ A fee based on effort expended and calculated at the rate of $______________ per ____ (if appropriate, complete following ) but not to exceed a total of $______________.
   
   d. _____ Reimbursement for travel expenses in accordance with the per diem and mileage allowances provided under State law for persons traveling in the service of the State.
   
   e. _____ Reimbursement of actually incurred travel expenses, not to exceed $______________ per day/week/trip (Circle One).
   
   f. _____ Other: ____________________________________________

Payment shall be made within 30 days after completion of contract, unless a different arrangement (e.g., monthly, upon proper billing, etc.) is herein set forth:
3. **Term.** This Contract shall be effective as of the date of its execution. All work and services required hereunder shall be provided within the following period of time:

   

4. **General Provisions.** Attached to this Contract are The University of Alabama in Huntsville General Terms and Conditions, which are hereby incorporated by reference into this Contract and made binding upon the Contractor with the same force and effect as if set forth in full herein.

5. **Attorneys Fees.** In the event of its default, the Contractor agrees to pay the University all attorney's fees and other costs, expenses, and charges reasonably incurred or paid by the University in successfully protecting or enforcing its rights hereunder.

6. **Additional Provisions.** Additional provisions shall be as follows (if more than one, identify as a., b., c., etc.):

7. **Entire Contract.** This Contract states the entire agreement between the parties with respect to the subject matter hereof and merges and/or supersedes all prior statements, representations, understandings, or agreements. No changes, modifications, or amendments shall be valid unless in writing signed by duly authorized representatives of both parties.

   IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed this Contract in duplicate originals.

---

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ALABAMA, for and on behalf of THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

**BY:**

Name:

Title:

---

CONTRACTOR

**BY:**

Name:

Title:

Address:

Soc. Sec. No./Tax Identification Number:

Date:

---

Purchasing
Rev. 11/88

(Rev. 4/08)
The following terms and conditions apply to all Professional Services contracts entered into by The Board of Trustees of The University of Alabama, for and on behalf of The University of Alabama in Huntsville.

1. **Standard of Performance.** All services rendered by the Contractor and its employees, agents, or representatives in performance of this Contract shall conform to the highest standards of workmanship for the type of work involved. Each of the Contractor's employees performing services under this Contract shall be well qualified for the services he or she is performing. The Contractor warrants to the University that all work performed shall: (a) conform in all respects to all of the requirements of this Contract; (b) be free from all defects in materials and workmanship; and (c) be free from all defects in design and be fit for its intended purposes.

2. **Inspection.** The University, through its authorized representatives, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed by the Contractor.

3. **Assignment.** The Contractor may not assign, subcontract, or delegate performance of any of its rights or obligations under this Contract in whole or in part without first obtaining the prior written approval of the University. Any attempted assignment, subcontract, or delegation under this Contract shall be void and of no effect.

4. **Force Majeure.** The Contractor shall notify the University promptly of any material delay in the performance of the work specified and shall state in writing the revised performance date as soon as practicable after the notice of delay. The Contractor shall not be liable for delays in performance unavoidably caused by circumstances beyond its control, such as labor disputes, civil disorders, acts of war, acts of God, governmental action, etc., but it will be liable for all other delays, including specifically that caused by its own fault or negligence. In the event of any excusable delay the date of performance shall be extended for a period equal to the time lost by reason of such delay on written approval of the University official to whom notices are to be given under this Contract.
5. **Access to Facilities.** The Contractor and its employees or agents shall have the right to use only those facilities of the University that are necessary to its performance of services under this Contract and shall have no right of access to any other facilities of the University.

6. **Conduct on Premises.**
   (a) The Contractor agrees that all persons working for and on behalf of it whose duties bring them upon the University’s premises shall obey all applicable rules and regulations established by the University and shall comply with the reasonable directions of the University’s officers.

   (b) The Contractor shall be responsible for the acts of its employees and agents while on the University’s premises and for all injury to persons and damage to property located on University premises caused by its employees and agents. Accordingly, the Contractor agrees to take all necessary measures to prevent such injury and damage. The Contractor shall promptly repair, to the specifications of the University’s Vice President for Finance and Administration, any damage that it, or its employees or agents, may cause to the University’s premises or equipment. On the Contractor’s failure to do so, the University may repair such damage and the Contractor shall reimburse the University promptly for the cost of the repair.

   (c) The Contractor agrees that, in the event of an accident of any kind on the University’s premises involving any of its employees or agents, the Contractor will immediately notify the University’s Vice President for Finance and Administration and thereafter furnish a full written report of such accident.

7. **Loss of Contractor’s Property.** The University shall have no responsibility for the loss, theft, or mysterious disappearance of or damage to equipment, tools, materials, supplies, and other personal property of the Contractor or its employees or agents.

8. **Signs or Displays.** The Contractor will not install any signs or other displays on the University’s premises unless in each instance the prior written approval of the University’s Vice President for Finance and Administration has been obtained.

9. **University Name — Limitations on Use.** The Contractor shall not use, in its external advertising, marketing programs, or other promotional efforts, any data, pictures, or other representation of the University except on the specific written authorization of the University’s Vice President for Finance and Administration. However, the Contractor shall be allowed to include the University on its routine client list for matters of reference.

10. **Travel Reimbursement.** If this Contract calls for reimbursement of the Contractor’s actually incurred travel expenses, the University will reimburse travel expenses as follows: the cost of food, lodging, and miscellaneous expenses while in travel status, plus the cost of ground and/or air transportation. Reimbursement shall be limited to expenses which are actual, reasonable, and necessary. For travel by private vehicle, reimbursement shall be made at the rate of 0.25 per mile, and for travel by air it shall not exceed the cost of economy jet fare. Payment shall be made after presentation of an Expense Voucher (on a form supplied by the University) along with supporting receipts for all business expense exceeding $25.00.

11. **Indemnification.** The Contractor agrees to indemnify and hold harmless the University, its trustees, officers, agents, employees, successors, and/or assigns from all liability, losses, claims, demands, actions, debts, and expenses of every name and nature for personal and bodily injury (including any resulting in death), damage to property, and/or other injury or damage arising out of or as a consequence of the Contractor’s acts or omissions in performing under this Contract, its presence on the University’s premises, or the existence of this Contract or any other matter related hereto. This indemnification agreement shall include all costs, including reasonable attorney’s fees and court costs, incurred by the University in connection with the defense against any such claim of liability.

12. **Encumbrances.** The Contractor shall at all times keep the University free and clear from all encumbrances and liens asserted against or on account of it or its employees and/or agents, by any person, firm, or corporation for any reason whatsoever. If any such lien shall at any time be filed against the University’s premises, and the Contractor shall fail to cause such lien to be removed or discharged (by payment or bond or otherwise) within ten (10) days after being notified of the filing of such lien, the University may, but shall not be obligated to, discharge the same. All
costs and expenses (including attorney’s fees) incurred by the University in discharging the lien shall either be deducted from any payments due the Contractor or be paid by the Contractor directly to the University.

13. **Insurance.** The Contractor shall maintain in force at all times during the term of this Contract, with responsible insurance carriers, the following insurance: (a) workmen’s compensation insurance, to the extent coverage is required by law for the Contractor, in the amount of the statutory limits; (b) automobile liability insurance in the amount of $300,000 per person and $500,000 per occurrence, if the use of an automobile by the Contractor is involved in or related to its performance under this contract; and (c) general liability insurance, in appropriate amounts, if the nature and scope of the Contractor’s activities in performing under this Contract would, in the exercise of reasonable prudence, dictate such coverage. The University shall have the right, by written notice to the Contractor, to require the Contractor to have and maintain such general liability coverage and to provide a Certificate of Insurance to the University with respect to one or more of the foregoing coverages. The University shall further, by written request, be made an additional insured on any of such policies of insurance.

14. **Licenses and Permits.** The Contractor shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance under this Contract, and it shall post or display in a prominent place such permits and / or notices as are required by law.

15. **Ethics Certification.** The Contractor hereby certifies that its entering into or performance of this Contract will not violate any provision of the Alabama Ethics Act.

16. **Interest of Contractor.** The Contractor covenants that it presently has no interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants that in the performance of this Contract no such person having such interest shall be employed or engaged.

17. **Compliance with Law.** With respect to all activities carried out under this Contract and / or on University premises, the Contractor shall comply with all laws, rules, and regulations of duly constituted authorities having jurisdiction over such activities.

18. **Taxes.** The Contractor shall pay when due all taxes or assessments applicable to it. The Contractor shall comply with the provisions of all applicable statutes and regulations of taxing authorities to which it is subject.

19. **Nondiscrimination.** The Contractor agrees that it shall not, with respect to any activity carried out on the premises of the University or relating in any way to this Contract, discriminate unlawfully against any person on the basis of race, color, national origin, religion, sex, age, or handicap. The equal opportunity clauses required under Executive Order 11246 and regulations issued thereunder are made a part of the Contract by reference.

20. **Independent Contractor Relationship.** The relationship of the Contractor to the University is and shall be that of an independent contractor in all respects under this Contract, and nothing herein shall be construed as creating any other relationship.

21. **Termination.** The University may, by written notice to the Contractor, terminate this Contract in whole or in part at any time, either for the University’s convenience or because of the failure of the Contractor to fulfill its contract obligations. Upon receipt of such notice, the Contractor shall: (a) immediately discontinue all service affected (unless the notice directs otherwise), and (b) deliver to the University all data, reports, summaries, and such other information and material as may have been prepared for and / or accumulated by the Contractor in performing this Contract, whether completed or in process.

22. **Claims.** Any alleged claim against the University for breach of this Contract or any other liability must be submitted to the Board of Adjustment of the State of Alabama, the exclusive means provided by the law of the State of Alabama for bringing claim against a state agency.

23. **Notices.** Any notice required under this Contract shall be in writing and shall be given by certified mail, return receipt requested, addressed as follows: if to the University, to the attention of the Director of Procurement Services, The University of Alabama in Huntsville, Huntsville,
30. **Construction Rules.**
   (a) The captions and heading in this Contract are for purposes of convenience and reference only, and the words contained therein shall have no substantive effect and shall in no way be held to explain, modify, or amplify the meaning of the sections and provisions of this Contract to which they pertain.
   (b) The words “shall,” “will,” and “agrees,” as used herein are mandatory; the word “may” is permissive.
   (c) Whenever the singular number is used herein, it shall, where appropriate, include the plural, and the neuter gender shall include the masculine and / or feminine.
   (d) The language in all parts of this Contract shall in all cases be simply construed according to its fair meaning and not strictly for or against either party.

31. **Governing Law.** This Contract, and all matters or issues collateral to it, shall be governed by and construed in accordance with the law of the State of Alabama.
AMENDMENT OF CONTRACT

BETWEEN

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ALABAMA
FOR THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
(“UNIVERSITY”)

AND

“CONTRACTOR”

CONTRACT NUMBER_________________
DATED__________________20____

The parties to the Contract referenced above do hereby agree to the following supplemental and amendatory provisions.

All other provisions of said Contract remain unchanged.

In the event that a provision in this Amendment conflicts with any provision in the referenced Contract, the Amendment provision shall in every instance prevail.

IN WITNESS WHEREOF, the parties have executed this Amendment in duplicate originals.

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ALABAMA, FOR AND ON BEHALF OF THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

BY:

__________________________
Name:
__________________________
Title:
____________________________________

Date
____________________________________

CONTRACTOR

____________________________________
Date

REV. 5/07

(Rev. 4/08)
General Conditions

1. **Award**: The University of Alabama in Huntsville reserves the right to accept or to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of the University. In making an award, intangible factors such as bidder’s service, integrity, facilities, equipment, reputation, and past performance will be weighed along with the quality displayed in the samples submitted. Bids may be awarded either item by item, in products groups, or all or none, whichever appears to be in the best interest of the University. The University reserves the right to waive any or all formalities.

2. **Bid Withdrawal**: No bids may be withdrawn without approval from The University of Alabama in Huntsville Procurement Services. Any requests for withdrawal must be in writing to Procurement Services within five (5) days after opening date with justification for reason of withdrawal. More than two (2) such requests could result in removal from our bid list. No bid may be withdrawn after the issuance of purchase order. If a withdrawal is made after the purchase order is issued, the vendor will be considered in default. Refer to “Default of Contractor”.

3. **Prices and Payment Terms**: Bidders should quote applicable cash discounts. The University will not take into consideration in bid evaluation any cash discount of less than thirty (30) days duration. However, we will take advantage of all discounts for which we are eligible. Identify these discounts in your bid response. Bids containing “payment in advance” or “COD” requirements may be rejected.

4. **Applicable Law**: It is agreed this quotation is valid to the extent that it does not violate the constitution or the laws of the State of Alabama.

Bidder represents and warrants that all article and services covered by this bid meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Act of 1970, No. 2006, and its regulations in effect or proposed as of the date of this bid.

The furnishing of materials, supplies, equipment or service to The University of Alabama in Huntsville under this purchase order, contract, solicitation for bids, or construction specification constitutes assurance by the vendor or contractor of his compliance with applicable provisions of and pertinent regulations promulgated under Executive Order 11246, date September 28, 1965 issued by the President of the United States of America, and Public Law 88-352, 88th Congress, the “Civil Rights Act of 1964”.

5. **Non-Collusion**: Any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise, shall render the bids of such bidders void. Each bidder certifies that he has not been a party to such an agreement by signing this bid.

6. **New Products**: Unless specifically called for in the bid, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used, or irregular product will be considered for purchase unless otherwise specified in the bid. The manufacturer’s standard warranty will apply unless otherwise specified in the bid. All requests should be supplied complete, ready to be installed, including all cabling and connectors where applicable.

7. **Bonds**: Bid and performance security bond, when required will be indicated.

8. **Bid Submission**: Failure to submit a bid on the official UAH form provided for that purpose shall be a cause for rejection of the bid. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the bid; however, UAH reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.

All information shall be entered in ink or typewritten in the appropriate space on the form. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid.

All bids must be signed. Failure to do so will result in rejection of bid.

9. **Delivery**: Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor, to receipt of the goods by The University of Alabama in Huntsville.

Delivery time may be a criterion in awarding bids. Specify earliest possible delivery after receipt of order.

Failure to deliver within the time vendor specified in the bid will constitute a default and may cause cancellation of the contract. Refer to “Default of Contractor”.

(Rev. 4/08)
All prices quoted are to be F.O.B. delivered to The University of Alabama in Huntsville, Central Receiving Building, 301 Sparkman Drive, Huntsville, Alabama, 35899 (unless another F.O.B. point is stated by the University on bid form). The successful bidder must assume all responsibility for damage in transit. When installation is required, it will be stated. If you are not quoting a delivered price, indicate your shipping point, and provide shipping cost for evaluation purposes.

10. **Bid Terms:** Show unit prices, extensions, and total price. In the event of a discrepancy between the unit price and the extension, the unit price shall govern. Bids shall remain firm for minimum thirty (30) days from date of bid opening and any exception must be clearly stated.

11. **Bid Opening:** Bidders may attend the bid opening, but no information or opinions concerning the ultimate award will be given at the bid opening or during the evaluation process. After the public opening of this bid, the results will not be available to bidders not attending the opening until after an award is made. Bid tabulations can be reviewed by accessing Procurement Services website at [http://www.uah.edu/admin/purchasing/bsindex.htm](http://www.uah.edu/admin/purchasing/bsindex.htm). Click on “bid information”.

12. **Bids are Public Record:** All bids become a matter of public record at bid award. The University accepts no responsibility for maintaining confidentiality of any information submitted with bid whether labeled confidential or not.

13. **Standards of Quality:** When a material, article or piece of equipment is identified in these specifications by reference to manufacturer’s or vendor’s name, trade name, catalog and stock numbers, etc., it is intended merely to establish a standard; and, any material, article or equipment of other manufacturer and vendor which will perform equally the duties imposed by the general design, provided the material, article, or equipment proposed, is in the opinion of the Purchasing Agent of equal substance and function. It shall not be purchased or installed by the contractor without the Purchasing Agents’ written approval.

The bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable UAH to determine if the product offered meets the requirements of the invitation. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the bidder clearly indicates in its bid that the product offered is an “Equal” product, such bid will be considered to offer the brand name product referenced in the invitation. The University of Alabama in Huntsville will be sole judge of EQUAL items bid.

14. **Vendor Authorization:** Vendor must be an authorized distributor/agent to sell products proposed in this bid request. When it is deemed to be in the best interest of the University, Procurement Services may request an on-site premise visit to examine the facility.

15. **Default of Contractor:** Where the University has determined the contractor to be in default, the University reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

16. **Fiscal Funding Clause:** The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide the continuation of a contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

17. **Contract Cancellation:** Procurement Services has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including, but not limited to, the following: (1) failure to deliver within the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; and (6) any other breach of contract.

18. **Warranties:** Should merchandise described on this bid contain a manufacturer’s warranty, bidders must state the warranty terms in the space provided on the bid. Bids offered for merchandise when no warranty applies must clearly state: “NO WARRANTY COVERAGE.” Warranty information may be criteria in making this award. Failure of bidders to furnish this data may cause rejection of the complete bid as being non-responsive.

19. **Disclosure Statement:** The successful bidder will be required to file with Procurement Services a disclosure statement of relationship between contractors/grantees and employees/officials of the University. This form must be completed prior to issuance of the Purchase Order by The University of Alabama in Huntsville.

PUR Rev. 9/07

(Rev. 4/08)
Note: In order for an alternate bid to be considered, bidders must supply current catalogs or brochures, including pictorials and specifications.

Please indicate your company classification by circling the appropriate initial: Small Business (SB), a Small Disadvantaged Business (SD), a Black Small Disadvantaged Business (BD), a Woman-Owned Small Business (WB), a Woman-Owned Small Disadvantaged Business (WD), a Black Woman-Owned Small Disadvantaged Business (BW), a Large Business (LB), an Individual (IN), Educational (ED), Non-Profit (NP), a Labor Surplus Area Concern (LS), Disabled Veteran-Owned Small Business (DV), Veteran-Owned Small Business (VS), Historically Underutilized Business Zone (UZ), or a Governmental Agency (GV).

<table>
<thead>
<tr>
<th>F.O.B. Point</th>
<th>TERMS</th>
<th>WARRANTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAH DESTINATION</td>
<td>YOUR REFERENCE NO.*</td>
<td>QUOTATION EFFECTIVE UNTIL</td>
</tr>
</tbody>
</table>

* Your company reference number, if applicable with this bid quotation.

Certification Pursuant To Act No. 2006-557
Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

COMPANY NAME (TYPE OR PRINT)   TELEPHONE NUMBER

SIGNER’S NAME (TYPE OR PRINT)   FAX NUMBER

SIGNATURE   DATE

The University of Alabama in Huntsville prohibits the installation of asbestos on its campus. Suppliers and contractors will not supply any equipment, material, or supplies, which contain asbestos without prior written approval.

Failure to designate Bid Number and Opening Date on the outside of your sealed envelope containing your bid and more than one bid submitted in this envelope may result in a “No Bid” response in accordance with Alabama Competitive bid Law 41-16-24 subpart b.

The University of Alabama in Huntsville will not accept faxed bids.

Any product that fails to meet the specifications, performance requirements or compatibility requirements will be rejected and returned to the vendor at no cost to the University.

Rev. 5/07

(Rev. 4/08)
REQUEST FOR FORMAL BID

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
PURCHASING SERVICES
301 SPARKMAN DRIVE
HUNTSVILLE, ALABAMA 35899
PHONE (256) 824-4494

ALL BIDS WILL BE PUBLICLY OPENED ON THE OPENING DATE DESIGNATED AT THE UNIVERSITY OF ALABAMA IN HUNTSVILLE, PURCHASING SERVICES, BUSINESS SERVICES 3RD FLOOR, HUNTSVILLE, ALABAMA 35899. BIDS RECEIVED AFTER THE SPECIFIED TIME ON THE OPENING DATE WILL NOT BE CONSIDERED.

REQUEST FOR FORMAL BID

PURCHASING CONTACT

PHONE

VENDOR

VENDOR NO.

1:30 PM

RESPONSE DUE BY:

THE ABOVE BID NUMBER MUST APPEAR ON ALL BIDS AND RELATED CORRESPONDENCE

<table>
<thead>
<tr>
<th>NO</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>EXTENSION</th>
</tr>
</thead>
</table>

SIGNED A PURCHASE ORDER WILL BE ISSUED, THE RECIPIENT AND THE TERMS AND CONDITIONS ON THE ATTACHED SHEET SHALL BE APPLICABLE AND BINDING UPON THE VENDOR.

SIGNATURE

COMPANY REPRESENTATIVE

DATE

PAGE 1

An Affirmative Action/Equal Opportunity Institution

(Rev. 4/08)
Central Receiving & Shipping

Policies and Procedures

(Rev. 4/08)
# CENTRAL RECEIVING & SHIPPING
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(Rev. 4/08)
I. GENERAL

I.1. Objective

The primary responsibility of Central Receiving is to receive, distribute, and ship material for the University of Alabama in Huntsville (UAHuntsville) Community. As a clearinghouse for merchandise acquired by Procurement Services, Central Receiving ensures merchandise delivery that is as quick and damage-free as possible. Central Receiving also processes outgoing shipments in the most expedient and cost effective manner.

Central Receiving performs the following functions:

- Receives all parcels and packages shipped to the University
- Delivers (daily) parcels and packages to respective individuals and departments
- Packages and processes all outgoing shipments
- Provides temporary storage
- Furnishes industrial gases and alcohol products under strict control
- Organizes auctions/surplus property sales

Central Receiving is located in the Central Receiving Building on John Wright Drive and may be contacted at 824-6315.

I.2. Policy

Central Receiving’s responsibility for merchandise delivered to the University begins on receipt of the merchandise and ends on acceptance by the requisitioning department. Central Receiving delivers merchandise directly to the requisitioning department.

To complete delivery, all items bought on a Purchase Order or Limited Purchase Order (LPO) must be signed for by an authorized individual in the requisitioning department. All documentation (e.g., packing lists, invoices) that came with the package will be sent to the department.

I.3. Authority

Central Receiving has authority to receive and ship goods for the University Community.
II. RECEIVING PROCEDURES

II.1. Receipt of Deliveries

Central Receiving's personnel must physically inspect each item bought on a Purchase Order to ensure correctness of the item and to check for possible damage. This information is entered into the receiving portion of the purchasing database. This database is a component of the University's current purchasing and procurement software module. Accounts Payable will process for payment the invoices they have received after reviewing the merchandise receipt information.

In cases where items are delivered directly to the department and are not processed by Central Receiving, the department receiving the items must prepare a Memorandum Receiving Report (MRR) and submit it to Accounts Payable to verify receipt of the item. See Section II.3, "Memorandum Receiving Report," for more information. If an item requires tagging (e.g., an item of capital equipment), an MRR should be submitted to Central Receiving. For more information on capital equipment, see Inventory Control Policies and Procedures.

II.2. Damaged Items

EXTERNAL DAMAGES

Goods that arrive damaged are thoroughly inspected. A full description of the damage is noted on the Bill of Lading and initialed by the carrier’s representative (driver) and the Central Receiving staff member accepting the shipment. If the department chooses not to accept delivery due to the damage, the Procurement Officer will contact the shipper and/or vendor concerning replacement or repair of the damaged item.

INTERNAL DAMAGES

Detection of internal damage is the responsibility of the department and must be reported to the Procurement Officer within five (5) days after delivery. Central Receiving will file the damage claim with the carrier for replacement merchandise when required. Procurement Services will coordinate the return with Central Receiving. Central Receiving will pick up the damaged merchandise from the department. To process a claim, the damaged item must be in its original container.

(Rev. 4/08)
II.3. Memorandum Receiving Report

PROCEDURE

The MRR (Figure CR-1) verifies the receipt of merchandise and the status of a shipment, whether partial or complete. Departments must prepare MRRs when receiving:

- Equipment or items delivered directly to the department, and not processed by Central Receiving
- Packages purchased with a Purchase Order, but not having the Purchase Order number on the outside shipping label
- Radioactive materials
- Merchandise picked up by the department
- Merchandise purchased on a “No Receipt Required” Purchase Order

COMPLETING THE FORM

MRR forms are available at the UAHuntsville Copy Center. They may also be found at the Business Services' website under “Forms” (http://www.uah.edu/admin/bussvcs) or at www.uah.edu/admin/Budget/Forms/Rec_Report.xls.

Return completed MRRs to Accounts Payable (Shelbie King Hall, Room 241), unless otherwise instructed. Be sure to attach packing slip, invoice, and/or other supporting documentation. Instructions for completing the MRR are as follows:

1. DATE — Enter the date on which the MRR is initiated.
2. Purchase Order No. — Enter the Purchase Order number.
3. Issued To — Enter the vendor’s name.
4. partially filled or completed — Check the appropriate box indicating the status of the order.
5. ITEM/QUANTITY / ... / TOTAL — If the MRR is for a partial order, list the items received, quantity, and cost information. If the MRR is for a complete order, skip this section.
6. Approved by — The individual completing the form should sign here.
7. Title — Enter the title of the individual whose signature appears above.
8. Division — Enter the name of the division.
9. Department — Enter the name of the department.

(Rev. 4/08)
II.4. **Undeliverable Items**

Packages received with an incorrect or insufficient address are undeliverable. The Procurement Officer will try to locate the owner or obtain a return authorization from the vendor.

II.5 **Wrong Shipment**

Shipment discrepancies (e.g., shortages, wrong items) are reported to the Procurement Officer who will contact the vendor to correct the problem.

II.6 **Merchandise Requiring Assembly/Large Shipments**

Whenever merchandise arrives that requires assembly, special handling, or installation, the department is contacted for the necessary arrangements to complete the delivery process.

Large shipments may require the assistance of Facilities and Operations to complete delivery. Departments requiring the services of Facilities and Operations should complete a *Property Relocation/Surplus Property Form* (Figure CR-2: UAH/PP-011), available at the UAHuntsville Copy Center or from the Business Services’ website under “Forms” ([http://www.uah.edu/admin/bussvcs](http://www.uah.edu/admin/bussvcs)). Click on “Facilities Move Request Form”; then click on “Move request front side” and “Reverse side.” Complete and submit this form directly to Facilities and Operations.

II.7 **Personal Orders**

Packages without a Purchase Order number on the outside shipping label will not be opened by Central Receiving. Central Receiving will deliver the package directly to the department or individual on the mailing label.

If the package was obtained using a Purchase Order, the department must submit an MRR to Central Receiving to verify shipment status, whether partial or complete (see Section II.3, “Memorandum Receiving Report”).

II.8 **Express Packages**

**PRIORITY ONE**

All Priority One (Overnight) express packages received by 10:30 a.m. are hand-delivered to the appropriate departments before noon.

**STANDARD**

Standard express packages will be delivered to the appropriate departments after 1:00 p.m. Departments may pick up items at Central Receiving if they desire, but they should notify Central Receiving...
before 12:30 p.m. to ensure packages are not loaded for afternoon delivery.

II.9. Radioactive Materials

All radioactive materials are immediately transferred to the Environmental Health and Safety (EHS) department. EHS will check the item and deliver it to the requisitioning department, where an authorized individual must sign for it. The requisitioning department must then submit an MRR to Central Receiving to verify the shipment status, whether partial or complete (see Section II.3, “Memorandum Receiving Report”).

II.10. Laboratory Alcohol and Industrial Gases

LABORATORY ALCOHOL

UAHuntsville is licensed to provide tax-free laboratory alcohol, available for immediate delivery on request. To request laboratory alcohol, submit a Gas Cylinder/Laboratory Alcohol Request Form (Figure CR-3: CRB Form 1-001) to Central Receiving, Material Control Section. This form is available at the UAHuntsville Copy Center or from the Business Services website (http://www.uah.edu/admin/bussvcs) under “Forms.”

INDUSTRIAL GASES

Requests: To order industrial gases through Central Receiving, submit a Gas Cylinder/Laboratory Alcohol Request Form (CRB Form 1-001) to Central Receiving. All gas orders must be in writing; telephone orders are not sufficient. Industrial gases are purchased on Blanket Purchase Orders previously established for Central Receiving. The purchase is then charged back to the department’s account via budget transfer. Please allow three working days for delivery.

All containerized gas cylinder transactions, including acquisitions, storage, and turn-ins, require recipient’s signature.

Returns: To avoid payment of unnecessary rental charges/fees, report empty or unused cylinders to Central Receiving. This office will coordinate the return of the cylinder to the vendor. Use the bottom of the Gas Cylinder/Laboratory Alcohol Request Form to authorize the return of empty or unused cylinders to the vendor. Enter the ID or serial number of the cylinder(s) and their pick-up location and sign the form. To receive a copy of the form, include your fax number. The new delivery date, vendor’s signature, and pick-up date of the old cylinders will be recorded on your copy.

(Rev. 4/08)
After receiving the form, Central Receiving will schedule the vendor to pick up the cylinder(s) as soon as possible.

**Account Number Changes:** To change a departmental account number used to bill containerized gas cylinder acquisitions and rental charges/fees, complete a *Gas Cylinder Account Change Form* (Figure CR-4: CRB/Material Control Form 01-002) available from Central Receiving or from the Business Services’ website (http://www.uah.edu/admin/bussvcs) under “Forms.” This form must be signed by the Budget Unit Head.

Central Receiving will initiate completion of this form following the expiration of an existing account or when an existing account is changed for other administrative reasons. This form must be completed within five calendar days.

### III. SHIPPING PROCEDURES

#### III.1. Shipments

Central Receiving provides a complete shipping facility capable of handling any size package or freight item. All shipments must be charged to a departmental account number.

The Central Receiving staff will provide assistance in determining the best shipping options and rates. Central Receiving does not supply shipping containers or packing material. If a wooden crate is needed for shipping, contact Facilities and Operations. (Mail Services provides shipping containers only for small Federal Express Corporation shipments.)

Shipping can be divided into three categories: (1) standard, (2) express, and (3) freight.

**EXPRESS**

Express service provides overnight or two-day delivery. Packages up to 150 pounds can be shipped by any of these commonly used express companies:

- BAX Global
- DHL Express
- Federal Express (FedEx)
- Federal Express Ground (FedEx Ground)
- United Parcel Service (UPS)
- United States Postal Service Express Mail
FREIGHT

Packages over 150 pounds are considered freight and should be shipped by a truck line, such as one of the following:

- AAA Cooper Freight Lines
- ABF Freight Lines
- North American Van Lines
- R&L Carriers
- Roadway
- SAIA Motor Freight
- Southeastern Freight Lines
- United Van Lines
- Yellow Freight Lines

NOTE: A Purchase Order is required for a motor freight shipment.

HAZARDOUS MATERIALS

Hazardous materials must be shipped through a freight carrier. They cannot be sent via express carriers at this time. Restrictions and special documentation and labeling requirements apply to hazardous material shipments. Contact Environmental Health and Safety at 824-6668 and Central Receiving at 824-6315 for compliance instructions prior to preparing hazardous materials for shipment.

INTERNATIONAL SHIPMENTS

Special restrictions and documentation requirements apply to all international shipments, including Canada and Mexico. Restrictions on the export of technology (hardware and software) apply to certain countries. Contact Central Receiving for specific requirements and restrictions prior to preparing any international shipment.

WEIGHT AND SIZE

Weight and size limits for most standard and express shippers are shown in Table CR-1.

Table CR-1, Weight and Size Limits

<table>
<thead>
<tr>
<th>Measurement</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight</td>
<td>150 pounds</td>
</tr>
<tr>
<td>Length + Girth</td>
<td>130 inches</td>
</tr>
<tr>
<td>Length</td>
<td>108 inches</td>
</tr>
</tbody>
</table>

(Rev. 4/08)
To find Length + Girth:

1. With a tape measure, measure the longest side or edge of the package. This measurement is the length.
2. At a right angle to the longest side, wrap the tape measure around the package and measure the perimeter or the distance around the package. This measurement is the girth.
3. Add the length measurement to the girth measurement.

**UPS SERVICES**

UPS provides a variety of shipping options including the following:

- UPS Ground Service
- UPS 3 Day Select
- UPS 2nd Day Air
- UPS 2nd Day Air A.M.
- UPS Next Day Air
- UPS Next Day Air Saver
- UPS Next Day Air Early A.M.
- UPS Sonic Air Same Day Service

All of these options provide electronic package tracking and delivery verification. The same weight and size limits listed in Table CR-1 above apply to all UPS shipping options. Please refer to Table CR-2 for a further description of several UPS options. Contact Central Receiving at 824-6315 for current rates based on weight and destination ZIP code.

**Table CR-2, UPS Options**

<table>
<thead>
<tr>
<th>Option</th>
<th>Color Code</th>
<th>Guaranteed Time of Delivery</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPS 3 Day Select</td>
<td>None</td>
<td>Three Business Days</td>
<td>Continental United States</td>
</tr>
<tr>
<td>UPS 2nd Day Air</td>
<td>Blue</td>
<td>Priority Shipment</td>
<td>All 50 states and Puerto Rico</td>
</tr>
<tr>
<td>UPS Next Day Air Saver</td>
<td>Red</td>
<td>3:00 P.M. Next Day</td>
<td>Continental United States</td>
</tr>
<tr>
<td>UPS Next Day Air</td>
<td>Red</td>
<td>10:30 A.M. Next Day</td>
<td>Continental United States</td>
</tr>
<tr>
<td>UPS Next Day Air Early A.M.</td>
<td>Red</td>
<td>8:30 A.M. Next Day</td>
<td>See service guide</td>
</tr>
</tbody>
</table>
III.2. Returns

Departments should contact the Procurement Officer to return items acquired by Purchase Order—**DO NOT CONTACT THE VENDOR.** Reasons to return items may include: incorrect or damaged items, duplicate shipments, unordered items, and defective items.

Departments must obtain an authorized Purchase Order before sending out University property for repair or estimate. Please refer to Section II.27, “Repair of University Equipment,” in *Procurement Services Policies and Procedures.*

**Retain original packaging until advised by Procurement Services.** Procurement Services will obtain the necessary return authorization, which is required by most vendors. Procurement Services will coordinate the return with Central Receiving. This procedure ensures proper insurance coverage and traceability of the items returned.

**NOTE:** Any package shipped without going through Central Receiving cannot be traced. Departments or individuals will be held responsible for lost packages shipped other than by Central Receiving. Packages shipped without proper authorization will be returned at the department’s expense.

Departments should provide the Procurement Officer with the following information:
- Purchase Order number against which items were purchased
- Vendor’s name
- The item(s) in question
- Date of receipt
- Method of receipt (i.e., Central Receiving or direct shipment)
- Reason for the return

IV. AUCTIONS AND SURPLUS PROPERTY SALES

IV.1. Policy

Any item designated salvageable but unusable or obsolete may be claimed as surplus or transferred to another department (see Section IV.2). UAHuntsville employees may claim surplus items for use in their departments. To claim items from surplus, a *Property Relocation/Surplus Property Form* (Figure CR-2: UAH/PP-011) must be completed at Central Receiving with signatures of the appropriate personnel of the receiving department and Central Receiving.

(Rev. 4/08)
Fixed assets (capital equipment) claimed from Surplus will be transferred to the department claiming the equipment. A Property Relocation/Surplus Property Form will be completed by Central Receiving and signed by the appropriate personnel in the receiving department.

UAHuntsville periodically auctions surplus items through a licensed auction dealer according to Alabama State Law. UAHuntsville also solicits bids for surplus property sales as deemed necessary. UAHuntsville reserves the right to reject bids less than estimated market value.

**CANNIBALIZATION OR DISPOSAL OF UNIVERSITY PROPERTY**

If a department plans to cannibalize, scrap, or otherwise dispose of University property, the department must first notify Inventory Control (IC). IC personnel will visit the department and inspect the item(s). If IC determines the asset(s) has(have) no value, IC will remove the bar code property label(s) and dispose of the item(s). The department will be required to complete and sign the UAH Property Disposition Form (Figure CR-5: UAH/INV Form-011). Central Receiving / IC will provide this form, or it can be printed from the Business Services website under “Forms” ([http://www.uah.edu/admin/bussvcs](http://www.uah.edu/admin/bussvcs)). (Refer to Inventory Control Policies and Procedures for additional requirements and information on property disposal or cannibalization.)

**VEHICLE SURPLUS**

Departments or units desiring to turn in a vehicle as surplus must contact Fleet Services at 256-824-6482. Refer to Section IV.3., “Auction Process.”

**IV.2. Procedure**

**DEPARTMENT**

To declare items as surplus, the department must complete a Property Relocation/Surplus Property Form (Figure CR-2: UAH/PP-011), available from the UAHuntsville Copy Center or from the Business Services website under “Forms” ([http://www.uah.edu/admin/bussvcs](http://www.uah.edu/admin/bussvcs)), where it is called the “Facilities Move Request Form.”

- Check the box marked “Surplus Property.”
- Carefully list all surplus items in the spaces provided.
- To retain the funds from the sale, enter the departmental account number under the box, “Surplus Property.”
- After completing the Form in quadruplicate, forward it to Procurement Services, which is responsible for surplus property.
PROCUREMENT SERVICES

For departments wishing to have proceeds from the sale credited to their accounts, Procurement Services will obtain approval from the Vice President for Finance and Administration. Procurement Services will forward copies of the form to Facilities and Operations, and they will move the surplus property from the department to Central Receiving. Procurement Services will also send copies of the form to Central Receiving, where the property is placed in a central location and identified for the auction/surplus bidding process.

CENTRAL RECEIVING

Surplus property is available for inspection by any University employee from 9:00 a.m. – 4:00 p.m., Monday through Friday, except holidays. Departments will be notified of scheduled auction sale dates, when all property not claimed by a department will be sold. Surplus property is advertised in Insight or by email notice. All departments claiming surplus property are responsible for having the item(s) removed from the surplus area before the disposal date. Any items not claimed will be disposed of through the auction or surplus bid process.

IV.3. Auction Process

Auctions are held approximately every four to six months and are announced in Insight. Auctions are held at Fowler’s Auction and Real Estate, 8710 Hwy 53, Toney, Alabama. Items are displayed at Fowler’s one week before the auction. Successful auction bidders should make payment to Fowler’s, which pays UAHuntsville.

Surplus vehicles are sold at auction through Fleet Services after the proper Surplus Property form has been filed by the department or unit. Fleet Services receives a processing fee for each vehicle with the remaining sale proceeds going to the department or unit to which the vehicle was most recently assigned. Fleet Services employees and employees in the department or unit to which the vehicle was assigned are prohibited from bidding.

IV.4. Surplus Bidding Process

Surplus bids are advertised in the Huntsville Times. Once surplus property has been advertised for bid, bidders may view and inspect the property items at Central Receiving.

- The sale lasts a minimum of three weeks, which allows interested persons ample opportunity to submit quotations. All bids must be submitted to Procurement in sealed envelopes, according to the instructions provided, before the designated closing date.
• After the bid closing, Procurement Services will tabulate the bids and award the property to the highest bidders.

• Successful bidders will receive invoices for the awarded items and should make payment at Procurement Services. To pick up the property, successful bidders should take their paid invoice copy to Central Receiving. Central Receiving will verify that the invoice has been paid prior to releasing merchandise.

IV.5. Proceeds

Net proceeds from the sale of surplus property will be transferred into the department’s account after completion of the auction/surplus sale and deduction of advertising costs.

V. TELEPHONE DIRECTORY

V.1. Distribution

Central Receiving provides annual distribution of BellSouth Telephone Directories. An announcement will be made either by email or publication in Insight when new editions are available for distribution. Requests for directories should be submitted on the Huntsville City Telephone Directory Form (Figure CR-6), available from Central Receiving or from the Business Services’ website under “Forms” (http://www.uah.edu/admin/bussvcs).

Requests for directories should be coordinated by department, with one request per department. Individual requests should be limited to replacement of lost or damaged directories.

V.2. Recycling

During the annual distribution of new directories, Central Receiving will pick up obsolete editions for recycling. The old directories should be available for pickup from the department at the time the new directories are delivered. The department should coordinate the collection of these directories for one pickup.
Central Receiving & Shipping

Attachments
**CENTRAL RECEIVING & SHIPPING ATTACHMENTS**

**List of Figures**

| FIGURE CR-1 | . . . | Memorandum Receiving Report |
| FIGURE CR-2 | . . . | Property Relocation/Surplus Property Form |
| FIGURE CR-3 | . . . | Gas Cylinder/Laboratory Alcohol Request Form |
| FIGURE CR-4 | . . . | Gas Cylinder Account Change Form |
| FIGURE CR-5 | . . . | UAH Property Disposition Form |
| FIGURE CR-6 | . . . | Huntsville City Telephone Directory Request Form |

(Rev. 4/08)
### MEMORANDUM RECEIVING REPORT

**TO:** ACCOUNTS PAYABLE  
SHELBIE KING HALL 241  
824-6425  

**DATE:** 1  

**TO:** ACCOUNTS PAYABLE  
SHELBIE KING HALL 241  
824-6425  

**DATE:** 1  

**Purchase Order No.**  

**Submitted To:**  

**has been:**  
(a) □ partially filled as indicated below;  
(b) □ completed  

**PAYMENT FOR ENUMERATED ITEMS IS AUTHORIZED**  

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>ITEM</th>
<th>COST PER UNIT</th>
<th>PURCHASE ORDER TOTAL</th>
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<tbody>
<tr>
<td>5</td>
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### INSTRUCTION FOR COMPLETING THIS FORM

To submit a Memorandum Receiving Report, list the Purchase Order number, vendor, and check the appropriate box indicating a partial or completed order. If the Memorandum Receiving Report is a partially completed order, list the items received and the quantity, or simply attach the packing slip or invoice to the Memorandum Receiving Report. Attach any supporting document, if available, that may apply. If the Memorandum Receiving Report is complete, simply check the complete box and sign. You need not list each item.

**Approved by:** (Signature)  

**Title**  

**Division**  

**Department**  

(Rev. 4/08)
TO: Physical Plant Department

FROM: ________________________________ ________________________________

Name / Title (please type or print clearly) Department / Telephone No.

SUBJECT: Assignment / Reassignment of University Office Furniture

Interoffice Move or Furniture Assembly

Surplus Property

1. Name of person to be moved:

__________________________

Name

__________________________

Telephone No.

2. Office location for the person named above:

From: ________________

Building and Room Number

To: ________________

Building and Room Number (N/A for Surplus Property)

3. Date desired for move to be made: ________________________________

4. Request is hereby made that the furniture of the present office location be moved into the new location as requested. Tagged furnishings to be moved include:

<table>
<thead>
<tr>
<th>Count</th>
<th>Item</th>
<th>Serial Numbers</th>
<th>UAH Property No.</th>
<th>From</th>
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</tbody>
</table>

(Rev. 4/08)
INSTRUCTIONS

ASSIGNMENT / REASSIGNMENT OF OFFICE FOR UNIVERSITY PERSONNEL

1. Assignment or reassignment of office space and any other moves is authorized ONLY through the use of this form and must contain the appropriate signature approvals below.

2. This form must be completed in quadruplicate, and the original plus two copies forwarded to the Physical Plant Department for each assignment or reassignment of office space or other moves. On completion of the move, a copy will be sent to the Material Control Supervisor. Retain one copy for your files.

3. Requests for relocation of academic or research laboratory and/or laboratory equipment are NOT to be submitted on this form. Use Form UAH / PP-012.

4. The requestor is responsible for packing all materials, clearing desks, emptying file cabinets, etc. (when required) and properly tagging all items to be moved prior to the arrival of the movers.

5. The Physical Plant will coordinate with the requestor the specific time at which the requested move is to be made. The office occupant or representative is to be on site to give directions to the movers as to the new location of the equipment.

SURPLUS PROPERTY

1. Forms for equipment to be sold as surplus property must be completed in quadruplicate and three copies forwarded to Procurement Services. (Retain one copy for your files.)

2. The Procurement Services representative shall verify the accountability of equipment listed on this form.

3. If originator wants funds from the sale of surplus property credited to their account, they must submit this form through the Vice President for Finance and Administration for approval. List the account number to which funds are to be credited when equipment is sold: ________________________________

4. After verification of property by Procurement Services and approval by the Vice President for Finance and Administration, the original and one copy of this form will be forwarded to the Physical Plant Department, and one copy will be forwarded to the Material Control Supervisor at Central Receiving & Shipping.

APPROVAL

All office space assignments and reassignments must be approved by the Budget Unit Head, Director, Chair, or Dean of the appropriate school with final approval by the appropriate Vice President. Interoffice moves must be approved by the appropriate Department Head.

_________________________________________  APPROVED BY: ________________________________  Budget Unit Head

_________________________________________  APPROVED BY: ________________________________  Director, Chair, or Dean

_________________________________________  APPROVED BY: ________________________________  Appropriate Vice President

(For use by Physical Plant ONLY)
Received by Physical Plant: __________________________
Move Completed on: __________________________

(Rev. 4/08)
NOTICE: Completion of Gas Cylinder/Laboratory/Alcohol Request Form(s) is required prior to requisitioning containerized gases and/or laboratory alcohol. Requests not bearing the authorized PI or Budget Unit Head’s signature or not properly completed cannot be processed. This form is used to assist in conducting property accountability and inventory actions, and payment of rental and usage fees. To expedite delivery, fax or hand-deliver your request to the Central Receiving Building, Room 103. Note: This form must also be used to record all gas containers to be returned to the vendor. Any empty or unused gas container(s) must be noted at the bottom of this form by either the cylinder ID or serial number and location, and the authorization to return must be signed and dated by the PI or Budget Unit Head. No containers will be picked up without the appropriate signature. A completed copy of this form, with the vendor’s signature, delivery date and pick-up date, will be faxed to you for your records.

<table>
<thead>
<tr>
<th>TYPE OF GAS OR ALCOHOL</th>
<th>QTY</th>
<th>SIZE and/or PURITY</th>
<th>REQUESTING DEPARTMENT</th>
<th>CUSTODIAN (NAME)</th>
<th>DELIVERY LOCATION (BLDG AND ROOM NO.)</th>
<th>ACCOUNT NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

NAME OF PRINCIPAL INVESTIGATOR (PLEASE PRINT) / PHONE NO. ________________________ / __________

SIGNATURE OF PRINCIPAL INVESTIGATOR DATE ________________ / ________________

NAME OF BUDGET UNIT HEAD (PLEASE PRINT) / PHONE NO. ________________________ / __________

SIGNATURE OF BUDGET UNIT HEAD DATE ________________ / ________________

Gas Container Authorized Return: Request Date: ______________ Fax Number: ________________

<table>
<thead>
<tr>
<th>Container ID or Serial Number:</th>
<th>Pick-Up Location:</th>
<th>Authorized Signature:</th>
<th>Signature (Please Print):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Delivery Date: ______________ Vendor’s Signature: ________________________

Pick-Up Date: ______________ Central Receiving Signature: ________________________

CRB FORM 1-001 (Rev. 7/07)
Complete this form to authorize change to departmental account number(s) used in the billing of containerized gas cylinder acquisition and rental charges/fees. The UAH Material Control Office will initiate completion of this form following expiration of an existing account, or when an existing account is changed for other administrative reasons. THIS CHANGE FORM IS NOT VALID UNLESS IT BEARS THE SIGNATURE OF THE BUDGET UNIT HEAD. The original copy of this form must be filed in the Material Control Office, Central Receiving Building (CRB). Please direct questions and/or concerns to Mr. Robert Perry, 824-6315.

<table>
<thead>
<tr>
<th>Expired Account Number</th>
<th>NEW ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal User/Responsible Person</td>
<td>Date of Requested Change</td>
</tr>
<tr>
<td>Quantity Gas Cylinders</td>
<td>Monthly Rental Fees/Charges</td>
</tr>
<tr>
<td>Name of Department</td>
<td>Building/Room Number</td>
</tr>
</tbody>
</table>

**Reason for Change of Account Number:**

<table>
<thead>
<tr>
<th>Printed Name of Principal User and/or Responsible Person</th>
<th>Printed Name of Budget Unit Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Principal User and/or Responsible Person</td>
<td>Signature of Budget Unit Head</td>
</tr>
</tbody>
</table>

**NOTICE:** THIS FORM MUST BE COMPLETED WITHIN 5 CALENDAR DAYS FOLLOWING EXPIRATION AND/OR CHANGE OF DEPARTMENTAL ACCOUNT NUMBER(S).
Figure CR-5

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
UAH PROPERTY DISPOSITION FORM

Use this form to authorize:
- The loaning of capital equipment to another University or Organization
- The cannibalization of capital equipment for useable parts
- The disposal of capital equipment by the user or department

INSTRUCTIONS:
Complete the form below with the UAH Inventory Number, the Item Description and the Method of Disposal (Cannibalized, Trashed, Scrapped, etc.) or the identification of loaned equipment. Please use the comment section to provide justification for property disposal or list the receiver, location and agreed conditions for any property loaned. **NOTE:** Anyone taking equipment off-campus is responsible for replacement or repair of that equipment if it is damaged while off-campus. Anyone taking equipment off-campus should have adequate insurance in case the equipment is lost or damaged while in the individual’s possession. The appropriate signatures by the Department Chairman and Budget Unit Head must be included. Submit the completed form to Inventory Control, Central Receiving Building, Room 100. Call 824-6315 if you have any questions.

Date of disposal or loan: ____________________________

☐ Capital Equipment Disposition

<table>
<thead>
<tr>
<th>UAH ID NUMBER</th>
<th>DESCRIPTION</th>
<th>DISPOSITION METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Disposal Justification:
_____________________________________________________________________________________

___________________________
Details of Loan Agreement:
Department Loaning Equipment: __________________________________________________________
Receiver of Loaned Equipment: __________________________________________________________
Location of Loaned Equipment: __________________________________________________________
Length and Condition of Loan: __________________________________________________________

I hereby accept the responsibility for and authorize the disposal of or the loan of the capital equipment listed above. The disposed property has been inspected and has been identified as unusable and/or not repairable.

___________________________/_______________             _____________________________/______________
Department Chairman                   Date                                        Budget Unit Head                         Date

UAH/INV Form-011 Rev. 5/05)

(Rev. 4/08)
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
HUNTSVILLE CITY TELEPHONE DIRECTORY REQUEST FORM

TO REQUEST A HUNTSVILLE CITY TELEPHONE DIRECTORY PLEASE COMPLETE THE FOLLOWING AND FAX (824-7448), OR CAMPUS MAIL TO THE CENTRAL RECEIVING AND SHIPPING OFFICE.

<table>
<thead>
<tr>
<th>Department:</th>
<th>Delivery Location:</th>
<th>Contact Person:</th>
<th>Number of Directories:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If your entire department needs books, please collect that number and submit one form with your request. Departmental requests, or large orders, for new directories will only be delivered to the central office for each department. Old directories should be left in the central office for pick up. Individual requests for directories will be placed in the requestor’s campus mailbox, if applicable.

Requestor’s Signature / Request Date

We have _____ old directories in _________ ready for pick up.
INVENTORY CONTROL
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(Rev. 4/08)
I. GENERAL

I.1. Objective
The primary responsibility of Inventory Control is to maintain accurate records and control of The University of Alabama in Huntsville (UAHuntsville) and Government-owned equipment. Inventory Control will furnish each Budget Unit Head a complete history of all capital equipment purchased or acquired for his or her department. The accuracy of these records depends on the cooperation of the departments to inform Inventory Control of equipment changes, transfers, and relocations.

Inventory Control is located in the Central Receiving Building on John Wright Drive and may be contacted at 824-6315.

I.2. Policy
The University of Alabama in Huntsville (UAHuntsville) will maintain accurate and reliable records of capital equipment acquired by UAHuntsville.

I.3. Authority and Scope
Inventory Control is responsible for:

- Collecting and maintaining property identification data on capital equipment and non-capital equipment
- Tagging capital equipment and other inventoried items with barcode labels

Inventory Control furnishes this data to the Budget Unit Head of each department for review and to Accounting and Finance for auditing purposes.

The policies and procedures in this section are all-inclusive and specialized.

I.4. Definitions

CAPITAL EQUIPMENT / PROPERTY (FIXED ASSETS)

Capital equipment is defined to be an item of movable, non-expendable, and tangible property. Capital equipment has a useful life of more than one year and a cost or value of $5,000 or more. Capital equipment must be tagged with a barcode label. Capital equipment purchases should have one of the following account codes: 8100, 8101, 8103, 8105, 8106, 8107, 8108, 8109, and 8110. See section IV.2., “Fixed Asset Account Codes.” The designations “property,”
“equipment,” and “fixed asset” are used interchangeably with “capital equipment.”

**NON-CAPITAL EQUIPMENT / TRACKED PROPERTY (FIXED ASSETS)**

The University tracks and maintains fixed asset database records on some non-capital equipment for insurance and accountability purposes. According to Table IC-1, these equipment classifications include:

**Table IC-1, Non-Capital Equipment Classifications**

<table>
<thead>
<tr>
<th>Equipment Description &amp; Value</th>
<th>Accounting Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers and Computer Equipment costing $500 – $4,999</td>
<td>7450, 7460</td>
</tr>
<tr>
<td>Audio Video Equipment costing $500 – $4,999</td>
<td>7461, 7452</td>
</tr>
<tr>
<td>Laboratory / Scientific Equipment costing $2,000 – $4,999</td>
<td>7451</td>
</tr>
</tbody>
</table>

**PROPERTY VALUE**

Property value is the cost of capital equipment, including freight, installation, and other costs necessary to make the equipment operational as originally intended. The value of gifts will be the value placed on them by the donor.

**OBsolete Or Surplus PROPERTY**

Obsolete property is property no longer needed for the purpose intended. If it is not needed in another department, it should be offered for sale and removed from the property and accounting records. Items used as trade-ins for like items are deleted from the property and accounting records. Refer to *Central Receiving Policies and Procedures*, Section IV, "Auctions and Surplus Property Sales," for proper procedures for declaring surplus property.

**Cannibalized, Scrapped, Or Trashed Property**

Cannibalized, scrapped, or trashed properties are capital equipment items that are disposed of with no remaining salvageable or surplus value. If a department plans to cannibalize, scrap, or otherwise dispose of University property, the department must first notify Inventory Control (IC). IC personnel will visit the department and inspect the item(s). If IC determines the asset(s) has no value, IC will remove the barcode property label(s) at disposal and dispose of the item(s). The department will be required to complete and sign the *UAH Property*
Disposition Form (Figure IC-1: UAH/INV Form-011). Central Receiving/IC will provide this form, or it can be downloaded from the Business Services’ website (http://www.uah.edu/admin/bussvcs) under “Forms.” Departments are not authorized to cannibalize, scrap, or trash University property. Only Inventory Control is approved to perform this function.

II. INVENTORY SURVEY

II.1. Procedure

Inventory Control conducts a campus-wide inventory survey every two years. Inventory Control surveys each room on campus that contains equipment. Surveys are conducted using printed reports and/or barcode scanners. Reports are sorted by department and equipment custodian. Changes in equipment status are recorded after the survey in the Fixed Asset database of the University’s current purchasing and procurement software module.

After completing the survey, Inventory Control and the department being audited must complete and sign the Fixed Asset Inventory Acknowledgement Form (Figure IC-2). This report will contain a listing of all fixed assets determined to be missing during the inventory survey. The department will have 90 days from the conclusion of the audit to locate the missing items and notify Inventory Control of the asset location(s). Items not found at the end of the 90 day period will be reported as missing to the Controller and will be subsequently written off accounting records according to University procedures. See section II.4, “Missing Property.”

NOTE: Inventory Control is only responsible for collecting data. The departments are responsible for the care and maintenance of the University property that has been assigned to them.

II.2. Completing the Inventory Acknowledgement Form

1. Dept: — Enter the name of the department or division being audited.

2. Dept. Org. #: — Enter the primary organization (department) number for the department or division being audited. This number should be the organization number at the top of the hierarchy for the department. Do not use subordinate organization numbers.

3. Inventory Completion Date: — Enter the date that Inventory Control completes the departmental audit.

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4. **Inventory Conducted By:** — List all Inventory Control team members and departmental staff and faculty involved in or assisting with the audit. Attach additional pages if necessary.

5. **Missing Property Listing** — List any and all capital assets or government property not found during the departmental audit. Information on each asset should include: Asset (barcode) number, asset description, and last known location (building and room). If no property is missing, insert the word “NONE” into the listing area.

6. **Missing Property Policy Statement** — Department officials should read and understand the University policy regarding missing capital equipment.

7. **Acknowledgement Signatures** — A Budget Unit Head, director, chair, or dean should review and sign the completed acknowledgement of inventory audit and missing property.

An Inventory Control representative should also sign the document as verification that both parties are in agreement on the completion of the audit and the status of any missing property.
II.3. Codes

Inventory Control uses the Disposition Codes described in Table IC-2 to account for equipment removed from a department's inventory.

<table>
<thead>
<tr>
<th>Code</th>
<th>Explanation</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>Item Auctioned or Sold on special bid</td>
<td>Inventory records are deleted after auction or date of sale.</td>
</tr>
<tr>
<td>CP</td>
<td>Cannibalized for parts</td>
<td>Removes property from records and advises Accounting and Finance to adjust book value.</td>
</tr>
<tr>
<td>DR</td>
<td>Damaged (cannot be used without major repair)</td>
<td>Departments will determine if item is to be repaired. If damage is too severe, status will be changed to CP, ST, or AS when final status is determined by the department.</td>
</tr>
<tr>
<td>ML</td>
<td>Missing or Lost by department</td>
<td>Indicates property is Missing. Inventory data will be transferred to Missing Property Report, and Accounting and Finance will be advised of the change.</td>
</tr>
<tr>
<td>RC</td>
<td>Raised Capitalization Level</td>
<td>The University has raised the fixed asset capitalization level above the value of the item(s). Item(s) will be deleted from inventory.</td>
</tr>
<tr>
<td>RT</td>
<td>Item Returned to vendor</td>
<td>Indicates equipment has been returned to the vendor for exchange or refund. Inventory and accounting records for item will be deleted.</td>
</tr>
<tr>
<td>SE</td>
<td>Stolen (evidence of theft found; police investigation in progress)</td>
<td>Item will be deleted from department's inventory records on receipt of police report.</td>
</tr>
<tr>
<td>ST</td>
<td>Item Scrapped or Trashed</td>
<td>Inventory Control will take action at department’s request to dispose of equipment.</td>
</tr>
<tr>
<td>TD</td>
<td>Item Transferred off active inventory records.</td>
<td>Indicates item no longer belongs to the University; records are deleted from inventory.</td>
</tr>
</tbody>
</table>

II.4. Missing Property

Property that cannot be located during the inventory survey is noted as “Missing” on the Fixed Asset Inventory Acknowledgement Form (Figure IC-2) and is earmarked “Missing” on the property records. The Budget Unit Head should make every effort to locate the missing property and advise Inventory Control if items are located.

(Rev. 4/08)
Missing property will remain earmarked on the department’s property records and the University accounting records for up to three months after completion of the department’s inventory survey. If the missing property is not found after three months, a missing property report will be sent to the Controller for further action. Inventory Control will then coordinate with Accounting and Finance to adjust the book value of the missing property.

NOTE: Budget Unit Heads are responsible for all property in their assigned areas. Inventory deletions are subject to internal and external audits. Budget Unit Heads must furnish information to develop a satisfactory response to audit reports.

III. EXISTING PROPERTY

III.1. Responsibility

The Budget Unit Head is responsible for all property assigned to his or her area. When the Budget Unit Head changes for an area, the following procedures apply:

- The outgoing Budget Unit Head must sign off and account for all capital equipment in his or her old location before leaving.
- The incoming Budget Unit Head must sign for capital equipment in his or her new location when coming in.

III.2. Changes, Transfers, and Relocations

PROCEDURE

Departments must notify Inventory Control of any equipment changes, transfers, and relocations. The departments involved must submit a Property Relocation/Transfer Form (Figure IC-3: UAH/INV FORM-010) to Inventory Control. The form is available at the Inventory Control office, the UAHuntsville Copy Center, and the Business Services’ website (http://www.uah.edu/admin/bussvcs) under “Forms,” where it is called "Inventory Property Relocation."

COMPLETING THE PROPERTY RELOCATION / TRANSFER FORM

1. Date — Enter the date of the move or transfer.
2. Move or Transfer Equipment On-Campus — Mark this box if equipment is to be moved or transferred from one department to another, from one building to another, or from one room to another on campus.
3. **UAH ID NUMBER** — Enter the identification number of the property.

4. **DESCRIPTION** — Provide a description of the property. The description might include manufacturer, model or serial number, weight, size, color, etc.

5. **VALUE** — Provide a dollar value for the property. Provide an estimate if the actual value is unknown.

6. **FROM / TO** — For both the original and new locations of the property, enter the following information:
   - **Name** — Enter the name of the responsible individual or contact person.
   - **Phone No.** — Enter the telephone number of the responsible individual.
   - **Department** — Enter the department name.
   - **Building / Room No.** — Enter the building name and the room number.
   - **Approval** — Obtain signature authorizations of the donating and the receiving Budget Unit Head.

7. **Move Equipment Off-Campus** — Mark this box to move the equipment to a location off-campus.

8. **UAH ID NUMBER / DESCRIPTION / VALUE** — Provide the identification number, a description, and a dollar value for the property, as explained above in steps 3–5.

9. **Name** — Enter the name of the responsible individual.

10. **Phone No.** — Enter the telephone number of the responsible individual.

11. **Department** — Enter the responsible individual’s department.

12. **From Location (Bldg / Rm)** — Enter the original building name and room number of the property.

13. **To Location** — Enter the new location including address, city, and state, as applicable, for the property.

14. **Approval** — Obtain the signature authorization of the appropriate Budget Unit Head.

(Rev. 4/08)
III.3. Loans to Other Organizations

UAHuntsville property may be loaned to other organizations with an agreement in writing signed by the appropriate vice president, dean, or director. One copy of the agreement is kept in the vice president’s, dean’s, or director’s office, and another copy is forwarded to Inventory Control for annual follow-up. All departments loaning equipment must use the UAH Property Relocation/Transfer Form (Figure IC-3: UAH/INV Form-010) to officially record the loan with Inventory Control.

III.4. Stolen Property

The Budget Unit Head should notify Inventory Control and University Police as soon as he or she suspects capital equipment has been stolen. The property records will be coded “SE” for stolen property, and an investigation will be conducted.

Once the investigation is complete, a report is made to the Budget Unit Head and Inventory Control. Based on the investigation’s findings, a final determination is made concerning disposition of the equipment. If it is to be removed from the property records, Inventory Control will advise Accounting and Finance to adjust the book value. A copy of the police report must be sent to the Inventory Control Office before the item can be deleted from inventory records as stolen.

III.5. Transfers

Transfers of property between departments must be reported to Inventory Control on a Property Relocation/Transfer Form (Figure IC-3: UAH/INV Form 010). The following information must be typed or printed on the Form:

- Property description
- UAHuntsville ID number
- Building and room (original and new locations)
- Budget Unit Head signatures (original and new locations)

Inventory Control will adjust the property records to reflect the transfer. **Do not report temporary transfers of 60 days or less; however, authorization must be approved by the Budget Unit Head and maintained in departmental files.**

*NOTE: Property moved within a department must also be reported to Inventory Control in order to maintain accurate property records.*
III.6. Off-Campus Use of University Property

A dean or director may authorize off-campus use of University property by University employees. Such off-campus use of University property requires written approval by the dean or director responsible for the property. If the property is to be used off-campus for more than 60 days, the Property Relocation/Transfer Form (Figure IC-3: UAH/INV Form 010) must be completed and submitted to the Inventory Office.

III.7. Depreciation

Inventory Control must use the depreciation codes according to Figure IC-4, "Property Classification Codes," when completing the Classification Code field in the receiving portion of the current purchasing and procurement database software. These codes are the only ones that can be entered into the Classification Code field.

III.8. Disposal of Property

The normal method for disposal of University property is through surplus declaration. Refer to Central Receiving Policies and Procedures, Section IV.1, "Auctions and Surplus Property Sales," for policies and procedures for declaring surplus property.

PROCEDURE

If a department wants to loan a piece of equipment to an off-campus school, business, or organization; cannibalize a piece of equipment for parts; or trash an item because it is no longer repairable or usable and/or has no resalable value, the UAH Property Disposition Form (Figure IC-1: UAH/INV Form-011) must be used. This form is available on the Business Services’ website (http://www.uah.edu/admin/bussvcs) under "Forms."

If a department plans to cannibalize, scrap, or otherwise dispose of University property, the department must first notify Inventory Control. IC personnel will visit the department and inspect the item(s). If IC determines the asset(s) has no value, IC will remove the barcode property label(s) at disposal and dispose of the item(s). The department will be required to complete and sign the UAH Property Disposition Form (Figure IC-1: UAH/INV Form-011). Departments are not authorized to cannibalize, scrap, or trash University property. Only Inventory Control is approved to perform this function.

COMPLETING THE UAH PROPERTY DISPOSITION FORM

1. Date — Enter the date the item was loaned or disposed.
2. **Capital Equipment Disposition Flag** — Mark this box to alert IC to a property status change.

3. **UAH ID NUMBER** — Enter the number assigned to the property.

4. **DESCRIPTION** — Provide a description of the property, including model number and serial number, if available.

5. **DISPOSITION METHOD** — Describe a method of disposition: Loaned, Cannibalized, Scrapped, or Trashed.

6. **Disposal Justification** — Provide reasons for disposal.

7. **Details of Loan Agreement** — List the department loaning the item, the person receiving the item, the off-campus location where the item will be used, and the length and conditions of the loan agreement.

8. **Authorization** — All actions taken to loan or dispose of a piece of equipment must be approved and authorized by the department chair’s signature and Inventory Control.

**IV. NEW PROPERTY**

**IV.1. Screening**

Before purchasing new equipment, departments must screen equipment according to the guidelines in Table IC-3:

<table>
<thead>
<tr>
<th>Equipment Costs</th>
<th>Screening Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000.00 – $9,999.99</td>
<td>None</td>
</tr>
<tr>
<td>$10,000.00 – $24,999.99</td>
<td>Department-level</td>
</tr>
<tr>
<td>$25,000.00 – $49,999.99</td>
<td>College-level</td>
</tr>
<tr>
<td>$50,000.00 or more</td>
<td>Campus-wide</td>
</tr>
</tbody>
</table>

All equipment purchases on research funds must be screened by the department and verified and/or approved by Office of Sponsored Programs (OSP). Obtain **Screening Form RA97-01 from Office of Sponsored Programs and attach to the Requisition**. Indicate in Document Text on the electronic Requisition that the equipment has been screened. Note the Requisition number on the **Screening Form RA97-01**.

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and forward a copy to the appropriate Procurement Officer as supporting documentation for the Requisition.

**NOTE:** To avoid unnecessary or duplicate purchases, the Federal Government requires internal screening of UAHuntsville equipment according to Federal Regulations, Office of Management and Budgets (OMB), Circular A110, Attachment O, Paragraph 3.C.1. Equipment must be screened if it falls within the following ranges: $10,000–$25,000, by the department; $25,000–$50,000, by the college; $50,000 and over, campus-wide. Contact Inventory Control at 824-6315 for campus-wide screening.

### IV.2. Fixed Asset Account Codes

Appropriate account codes, as described in Table IC-4, must be applied against fixed asset account expenditures at issuance of the Purchase Order. Inventory Control will tag the property with barcode labels, as applicable. The dollar value will be entered as the amount issued on the Purchase Order.

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7435</td>
<td>Used for supply items when building or manufacturing a piece of equipment or a system only on a fixed asset account. Will not incur indirect charges.</td>
</tr>
<tr>
<td>7436</td>
<td>Used for supply items when building or manufacturing a piece of equipment or a system only on a fixed asset account. Will incur indirect charges.</td>
</tr>
<tr>
<td>8101</td>
<td>Used for the initial set-up for equipment purchases of $5,000 or more; not associated with building construction.</td>
</tr>
<tr>
<td>8103</td>
<td>Used for internal enhancements over $5,000; the Purchase Order will reference the existing inventoried equipment. The enhancement will be assigned a barcode number and entered into the inventory records the same as account code 8101 items.</td>
</tr>
<tr>
<td>8105</td>
<td>Used for equipment being installed on or attached to an existing piece of equipment; the Purchase Order will reference the existing equipment’s ID number, serial number, etc. The installed equipment will be inventoried as a subset of the original equipment. The ID number of the installed equipment will be the same as that of the original equipment, except for the last digit.</td>
</tr>
<tr>
<td>8107</td>
<td>Used for vehicles.</td>
</tr>
<tr>
<td>8108</td>
<td>Used for Lease/Purchase agreements (does not apply to lease-only items).</td>
</tr>
</tbody>
</table>
IV.3. Equipment Obtained Without a Purchase Order

Inventory Control will inventory equipment not obtained against a Purchase Order only when appropriate backup documentation is available. Appropriate backup documentation may include the following:

- Property Relocation/Transfer Form (UAH/INV Form-010)
- Temporary On-Loan/Donated Equipment Inventory Form (UAH/INV Form-012)
- U.S. Government Form 1149 that states the origin of the item

IV.4. Lease / Purchase Agreements

Equipment obtained under a Lease/Purchase agreement will be inventoried at the Lease/Purchase value. Inventory Control will notify Accounting and Finance when these transactions are processed. Since the Lease / Purchase value differs from the Purchase Order amount and extends from three to five years, these transactions will be compared at year-end with the Lease Purchase Report prepared by Procurement Services.

IV.5. General Procedure

All new property is tagged at Central Receiving before delivery to departments.

If a department picks up property directly from a vendor, or delivery is made directly to the department, the department must submit a Memorandum Receiving Report (MRR) to Central Receiving. Central Receiving will inventory and tag the property and then forward the MRR to Accounts Payable for payment to be issued. For more information on the MRR, see Central Receiving Policies and Procedures, Section II.3, “Memorandum Receiving Report.”

NOTE: If Accounts Payable fails to receive an MRR from the department, no payment will be issued on receipt of the invoice. The department must submit an MRR to Central Receiving to confirm receipt of the equipment, to have the equipment inventoried, and to have payment issued.

Government property valued at $5,000 or more, or property vested in the Government, will be tagged with a special Government / UAHuntsville barcode label.

Government property surveys will be conducted annually. All property titled to the Federal Government will be inventoried once each year in accordance with Office of Sponsored Programs’ government property inventory procedures. For more information, refer to the Government Property Control System Manual (Figure IC-5).

(Rev. 4/08)
IV.6. Purchased Property

DEPARTMENT

- The Budget Unit Head determines the need for capital equipment and seeks approval through the budget process. For expenditures against fixed asset accounts, the department obtains electronic approval from Office of Sponsored Programs before submitting a Requisition to Procurement Services.
- The department screens the equipment according to the guidelines in Section IV.1, “Screening.”
- The department submits a Requisition with appropriate signature approvals to Procurement Services to initiate the purchase of capital equipment.

PROCUREMENT SERVICES

- Procurement Services ensures that a complete copy of the OSP screening form has been submitted with the Requisition. Amounts of $25,000 or greater will require approval from the Vice President for Finance and Administration.
- Procurement Services obtains competitive pricing and/or bids.
- Procurement Services issues a Purchase Order to the winning vendor.

CENTRAL RECEIVING / INVENTORY CONTROL

- On receipt of merchandise, Central Receiving matches the Purchase Order to the product and packing list to verify that items received are the same as those ordered.
- Central Receiving enters the necessary receiving information into the current purchasing and procurement database so Accounts Payable can process payment when the invoice arrives.
- On payment of invoice or receipt of item through the Receiving module, a pending asset file is created for each equipment item. The Purchase Order number becomes the pending asset number.
- The pending asset numbers are changed to approved assets using a new UAHuntsville barcode number as the approved asset number.
- For capital equipment, Central Receiving / Inventory Control tags the equipment with a barcode label.
• Inventory Control sets up a property record for each equipment item in the current procurement database that contains the following information:
  o Account number(s)
  o Acquisition date (date received)
  o Building and room number
  o Custodian (Principal Investigator)
  o Item description
  o Manufacturer
  o Model number
  o Purchase Order number
  o Responsible organization (department) number
  o Serial number
  o UAHuntsville property number
  o Unit cost
  o Vendor

**DIRECT DEPARTMENTAL DELIVERY OR PICK-UP**

When property is received other than through Central Receiving, the department submits an MRR to Central Receiving (see Section IV.5, “General Procedure”).

**IV.7. Property from Federal Contracts and Grants**


Government-purchased and Government-owned equipment procedures are outlined in the UAHuntsville Government Property Control System Manual (GPCSM) (Figure IC-5). In the event of any conflict between these Policies and Procedures and the GPCSM for Government-owned property, the GPCSM shall govern.

Government-titled equipment is monitored by the UAHuntsville Office of Sponsored Programs. Changes to status, location, and disposition of Government-owned property must be reported to and approved in advance by OSP.

Capital equipment may be obtained in the process of work performed on Federal contracts and grants. All items with an acquisition cost equal to or greater than $5,000 and purchased against a contract are capitalized. Title to property purchased with Federal funds is generally specified in the contract under which the equipment is purchased. In the event title is not
clearly specified in the contract, the governing sections of the FAR and the OMB Circular A-110 shall determine title.

Capital equipment may also be borrowed from the Government for use on a specific contract or for general use. In either case, UAHuntsville is responsible for the care and maintenance of equipment records, which are maintained the same as UAHuntsville property records. Government loaned or furnished equipment remains titled to the Federal Government unless formally abandoned-in-place by written notice from the Government in accordance with existing regulations.

When a contract is closed, loaned or borrowed equipment is either returned to the lending government agency or given to UAHuntsville. A signed statement from the agency is necessary for equipment transfer to UAHuntsville. All requests for disposition of Government-owned property must be directed to OSP.

Inventory Control will maintain Government property records in cooperation with OSP. Government property records will indicate whether equipment is Government Purchased (GP) or Government Furnished (GF).

GF or GP property valued below $5,000 will be tracked in the Inventory Control system in accordance with UAHuntsville Inventory Control Policies and Procedures.

Inventory Control will coordinate with Accounting and Finance to establish accounting records for equipment abandoned-in-place by the Government for which the original acquisition cost is equal to or greater than $5,000.

IV.8. Gifts and Donations

POLICY

University Development records and acknowledges all gifts and donations of capital equipment according to established institutional policy and procedures, particularly Rule 411 of The Board of Trustees of The University of Alabama. Those policies and procedures require, in some instances, that a gift be accepted by action of the Board itself. Other gifts may be accepted by designated University officials, including the president or a vice president, dean, research center director or department chair, but only if certain, stated conditions are met. As a general rule, no faculty or staff member or student is authorized on behalf of the University to accept a gift or enter into an agreement with a prospective donor for the purpose of obtaining a gift. All gifts and donations must be coordinated through the University Development office.

(Rev. 4/08)
PROCEDURE

Before a non-cash gift can be accepted, a **UAH Non-Cash Gift Approval / Acceptance Report Form**, available from University Development or on the website www.uah.edu/admin/budget/forms, must be completed by an appropriate individual within the unit, who will be the primary user or beneficiary of the property or who has been involved otherwise in developing the gift. The Acceptance Form should be submitted to the vice president, whose responsibility includes the user / beneficiary unit, through the officials in the administrative chain, who will each indicate their approval or disapproval.

A UAHuntsville employee must not arrange delivery or take possession of property proposed to be given to the University until the gift has been approved and accepted according to established policies and procedures.

University Development provides information and documentation regarding the donated property to Inventory Control and Accounting and Finance. This list indicates:

- Department delivered to or taking possession
- Description
- Donor
- Quantity
- Value

Inventory Control sets up property records. Accounting and Finance sets up accounting records.

A **Temporary On-Loan/Donated Equipment Form** (IC- 6) must be completed for each approved asset received through donation and valued at $5,000 or greater. This form is for inventory purposes only and is in addition to any and all requirements of University Development and the Office of Sponsored Programs.

IV.9. Federal Surplus Purchases

Equipment may be purchased, when authorized, from federal surplus sales.

- If the equipment originally cost the U.S. Government $2,500 or more, the equipment is classified as “RESTRICTED” and cannot be disposed of or removed from the State unless approved by the Alabama State Agency for Surplus Property.

(Rev. 4/08)
If the equipment is to be used for the purpose originally intended, the equipment is set up in UAHuntsville property and accounting records as other capital equipment.

- If the property is acquired for spare parts, fabrication, etc., it is expensed.

**IV.10. Fabricated Equipment**

Equipment fabricated using UAHuntsville parts and labor and meeting the requirements of capital equipment (see Section I.4, “Definitions”) must be capitalized. Inventory Control sets up property records on such equipment and notifies Accounting and Finance to set up accounting records. The equipment’s value is recorded as the expensed parts and labor associated with the fabrication.

Account code 7435 or 7436 should be used for supply items when building or manufacturing a piece of equipment or a system only on a capital asset account.

**IV.11. Personal Equipment**

UAHuntsville employees with personal equipment on campus must maintain control of their equipment. UAHuntsville provides insurance coverage for personal property in employees’ care, custody, and control for up to $2,500 per location.

**IV.12. Record Retention**

Retain property inventory records (survey documents and surplus / cannibalized / disposed assets) three years after the end of the fiscal year in which the records were created; then destroy.

**IV.13. Temporary On-Loan / Donated Equipment**

*PROCEDURE*

If a department receives on-loan equipment, valued at $5,000 or greater, from an outside agency or company, the department must report the receipt of this equipment to Inventory Control. Use the *Temporary On-Loan/Donated Equipment Inventory Form* (Figure IC-5: UAH/INV Form-012) to report the receipt of loaned assets to Inventory Control. This form is available on the Business Services’ website (http://www.uah.edu/admin/bussvcs) under “Forms,” where it is called “Asset Loan Receipt.”

(Rev. 4/08)
Use this form to report capital assets received by the University only through the following methods:

- Temporary loaned equipment valued at $5,000 or greater from an outside agency or entity
- Donation of equipment valued at $5,000 or greater by an outside agency or entity

**NOTE:** This form is NOT to be used for gift receipt purposes. Donated equipment must be coordinated in advance through the University Development Office, according to University Development policy and procedures, using the UAH Non-Cash Gift Approval/Acceptance Report (available through the University Development office). A copy of the gift approval report should be attached to the Temporary On-Loan/Donated Equipment Inventory Form.

**COMPLETING THE TEMPORARY ON-LOAN / DONATED EQUIPMENT INVENTORY FORM**

1. **Date of Inventory Addition Request** — Enter the date the item is physically received by the University department.

2. **MODEL No.** — Enter manufacturer’s model number for asset. If item is fabricated, use “FABRICATED” as the model number.

3. **DESCRIPTION** — Provide a detailed description of asset. Include manufacturer’s name, brand name (e.g., Presario, Optiplex) and detailed technical description and component content.

4. **SERIAL No.** — Enter manufacturer’s unique serial number for asset. If item is fabricated, use “FABRICATED” as the serial number.

5. **VALUE** — Enter the total value of the equipment as declared by lender or donating entity.

6. **UAH Location of Equipment** — List the exact building, room number, and department where the asset will be located.

**NOTE:** If property is relocated at any time, a UAH Property Relocation / Transfer Form shall be completed by the department and forwarded to Inventory Control.

7. **Length of Loan** — Record the intended length of loan. How long does the department intend to keep the asset or what specific length of time is specified in the terms of the loan?

(Rev. 4/08)
8. **Terms and Conditions of Loan** — Record any terms and conditions of the loan (specific project use, restrictions on use, requirements for use, etc.).

9. **PROPERTY OWNER** — For loaned equipment only. Do not use for donated equipment. Record the contact name, telephone number, company name, and department of the entity making the loan. Signature of the loaning entity’s authorized agent is required.

10. **UAH CUSTODIAN** — Record the name of the person directly accountable for the loaned or donated equipment asset. Include telephone number, responsible department, building and room number of custodian.

11. **Department Head Approval Signature** — Dean’s or director’s signature is required.

---

*NOTE: Return of temporary asset(s) owned by outside agencies to property owner(s) must be reported immediately to Inventory Control using the UAH Property Disposition Form.*
## INVENTORY CONTROL ATTACHMENTS

### List of Figures

| FIGURE IC-1 | . . . | UAH Property Disposition Form |
| FIGURE IC-2 | . . . | Fixed Asset Inventory Acknowledgement Form |
| FIGURE IC-3 | . . . | Property Relocation / Transfer Form |
| FIGURE IC-4 | . . . | Property Classification Codes |
| FIGURE IC-5 | . . . | Government Property Control System Manual |
| FIGURE IC-6 | . . . | Temporary On-Loan / Donated Equipment Inventory Form |

(Rev. 4/08)
Use this form to authorize:
- The loaning of capital equipment to another University or Organization
- The cannibalization of capital equipment for useable parts
- The disposal of capital equipment by the user or department

**INSTRUCTIONS:**
Complete the form below with the UAH Inventory Number, the Item Description and the Method of Disposal (Cannibalized, Trashed, Scrapped, etc.) or the identification of loaned equipment. Please use the comment section to provide justification for property disposal or list the receiver, location and agreed conditions for any property loaned. **NOTE: Anyone taking equipment off-campus is responsible for replacement or repair of that equipment if it is damaged while off-campus. Anyone taking equipment off campus should have adequate insurance in case the equipment is lost or damaged while in the individual’s possession. The appropriate signatures by the Department Chairman and Budget Unit Head must be included.** Submit the completed form to Inventory Control, Central Receiving Building, Room 100. Call 824-6315 if you have any questions.

**Date of disposal or loan:**

**Capital Equipment Disposition**

<table>
<thead>
<tr>
<th>UAH ID NUMBER</th>
<th>DESCRIPTION</th>
<th>DISPOSITION METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4</td>
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</tbody>
</table>

Disposal Justification:

Details of Loan Agreement:
- Department Loaning Equipment:
- Receiver of Loaned Equipment:
- Location of Loaned Equipment:
- Length and Condition of Loan:

I hereby accept the responsibility for and authorize the disposal of or the loan of the capital equipment listed above. The disposed property has been inspected and has been identified as unusable and/or not repairable.

Department Chairman / Date

Budget Unit Head / Date

UAH/INV Form-011 Rev. 5/05

(Rev. 4/08)
Inventory Control
Fixed Asset Inventory Acknowledgement Form

1. Dept: ______________________
2. Dept. Org. #: ______________________

3. Inventory Completion Date: ______________________

4. Inventory Conducted by:

   ______________________
   ______________________
   ______________________
   ______________________

   Inventory Control Representative   Department Representative
   Inventory Control Representative   Department Representative

We, the undersigned, certify and acknowledge that a fixed asset inventory audit was conducted by UAH Inventory Control personnel, in cooperation with the above named departmental representative(s).

A listing of all missing property (property that could not be located during the inventory survey) follows. We certify this equipment was not located during the audit:

<table>
<thead>
<tr>
<th>UAH ID Number</th>
<th>Description</th>
<th>Last Known Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

(attach additional pages if necessary)

6. **Missing Property Policy Statement**

Property that cannot be located during the inventory survey is earmarked “Missing” on the property records. The Budget Unit Head should make every effort to locate the missing property and advise Inventory Control if items are located.

Missing property will remain earmarked on the department’s property records and the University accounting records for up to three months after completion of the department’s inventory survey. If the missing property is not found after three months, a missing property report will be sent to the University’s Controller for further action. Inventory Control then will coordinate with Accounting to adjust the book value of the missing property.

7. Budget Unit Head/Director/Chair/Dean    Inventory Control

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
UAH PROPERTY RELOCATION / TRANSFER FORM

This form is for inventory purposes only and is to be used when the department:

• Moves an item of equipment from one area of the department to another
• Transfers an item of equipment from one department to another
• Takes an item of equipment off-campus

For assistance from the Physical Plant with any move request, please use the Physical Plant Move Form (UAH/PP-011).

INSTRUCTIONS:
Complete the form below, including appropriate signatures by those with authority over the equipment, and submit to Inventory Control, Central Receiving Building, Room 100. Call 824-6315 if you have any questions. **NOTE: Anyone taking equipment off-campus is responsible for replacement or repair of that equipment if it is damaged while off-campus. Anyone taking equipment off campus should have adequate insurance in case the equipment is damaged.**

1 Date____________________

2 □ Move or Transfer Equipment On-Campus

<table>
<thead>
<tr>
<th>3</th>
<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>UAH ID NUMBER</td>
<td>DESCRIPTION</td>
<td>VALUE</td>
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</tr>
</tbody>
</table>

6 FROM

Name __________________________
Phone No. ______________________
Department____________________
Building/Room No.________________
Department Head Approval________

TO

Name __________________________
Phone No. ______________________
Department____________________
Building/Room No.________________
Department Head Approval________

3 □ Move Equipment Off-Campus

<table>
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<tr>
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<tbody>
<tr>
<td>UAH ID NUMBER</td>
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8 Name __________________________
9 Phone No. ______________________
10 Department____________________
11 From Location (Bldg/Rm)________
12 To Location____________________
13 Approval ________________________

Department Head
## Figure IC-4

### Property Classification Codes

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<tbody>
<tr>
<td>01 Computer Equipment</td>
<td>5 SL M Y P M</td>
<td>9210 73550</td>
<td>1740 1790 7999</td>
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<tr>
<td>02 Office &amp; Business Machines</td>
<td>8 SL M Y P M</td>
<td>9210 73550</td>
<td>1740 1790 7999</td>
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<td>03 Copiers</td>
<td>5 SL M Y P M</td>
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<td>1740 1790 7999</td>
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<tr>
<td>04 Audio / Visual Equip.</td>
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<td>1740 1790 7999</td>
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<td>08 Computer Equipment (Manual Depreciation)</td>
<td>5 MAN M Y P M</td>
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<td>1740 1790 7999</td>
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<tr>
<td>10 Furniture</td>
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<td>25 Government Furnished Equipment</td>
<td>5 NO N N P M</td>
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<tr>
<td>40 Athletic &amp; Recreation Equipment</td>
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<tr>
<td>50 Tools &amp; Machinery</td>
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<td>9210 73550</td>
<td>1740 1790 7999</td>
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<td>75 General Equipment (No Depreciation)</td>
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<td>80 University Vehicles</td>
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1. Depreciation Method: SL = Straight Line Proportional, MAN = Manual Depreciation, NO = No Depreciation Taken
2. 1st Year Depreciation Convention: M = Remaining Months Depreciation, N = No Depreciation
3. Capitalized: Y = Yes, N = No
4. Dep. Exp. = Depreciation Expense

(Rev. 4/08)
GOVERNMENT PROPERTY

CONTROL SYSTEM

MANUAL

September 2007

The University of Alabama in Huntsville
An Affirmative Action/Equal Opportunity Institution
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APPENDICES

APPENDIX A - DEFINITIONS / ACRONYMS / CONDITION CODES

(Rev. 4/08)
EXECUTIVE SUMMARY

This manual delineates the Government Property (GP) Control System for the University of Alabama in Huntsville (UAHuntsville). It covers in detail the responsibilities of all employees having any connection with GP located at or procured by UAHuntsville. The following GP Summary delineates the important points of the manual.

**GP Summary**

**WHO** - All UAHuntsville personnel having any connection with GP located at or procured by UAHuntsville

1. Principal Investigator (PI). The person primarily responsible for and accountable for GP used on or acquired through his/her contract or grant.

2. Director, Office of Sponsored Programs (DOSP). The UAHuntsville Office of Sponsored Programs (OSP) person through whom all documentation for property acquired under a contract for sponsored research is processed.

3. Manager, Inventory/Material Control (MMCPI). The person in the Central Receiving and Shipping (CRS) office through whom all property is shipped, received, tagged, and inventoried.

**WHAT** - All property loaned by the government or acquired under a contract or grant must be processed through the Office of Sponsored Programs for the following:

1. Compliance with the contract and agency

2. Approval by the Contracting Officer

3. Screening by the agency (Checking organization inventories for existing available items)

4. Coding of requisitions as to the proper accounting code and determination of ownership

5. Coordination with the MMCPI for tagging and inventory control

6. Screening of UAHuntsville inventory

**WHEN** - The Office of Sponsored Programs will process documentation for equipment when

1. The requisition is submitted for purchase.

2. The loaned property is shipped or received.
WHY – OSP is charged with the responsibility to protect the University by ascertaining that all Federal Regulations regarding GP are being followed.

Points of Information

1. Equipment is defined as having a cost of $5,000 more and a life span of one year or more.

2. General purpose equipment cannot be purchased from contract funds except under special circumstances.

3. All equipment purchases must have agency approval.

4. Certain equipment purchases must be screened. (See section II.B.2.)

5. All property must be processed through the MMCPI (in Central Receiving and Inventory Control) and through the Office of Sponsored Programs.

6. The Principal Investigator is responsible for the maintenance, care and accountability of the equipment on his/her contract.

7. The Principal Investigator is responsible for all equipment loaned to or purchased by subcontractors on his/her contract.

8. All lost, stolen, or damaged GP must be reported immediately to the Office of Sponsored Programs.
I. GENERAL

A. Introduction

This manual delineates the Government Property Control System established by The University of Alabama in Huntsville (UAHuntsville) to “control, protect, preserve, and maintain all Government Property” in its possession or under its control. The requirement for this system is set forth in the Federal Acquisition Regulation (FAR), Subpart 45.5. Educational institutions are also governed by the Office of Management and Budget (OMB) Circulars A-21, A-110 and A-133. The Government Property Control System is reviewed and approved in writing by the assigned GPA who is located at the Department of the Navy, Office of Naval Research (ONR), Atlanta, Georgia.

This manual for the UAHuntsville Government Property Control System contains policies, procedures, and detailed instructions for meeting the minimum requirements set forth in FAR45.5. Also, each contract and grant specifies its own property control requirements. If there is any inconsistency between the FAR and the terms of the contract/grant, the terms of the contract/grant shall govern. UAHuntsville also holds a facilities contract with the National Aeronautics and Space Administration (NASA). These procedures do not apply to hardware placed on a rocket or spacecraft.

B. Scope and Authority

All UAHuntsville personnel having any connection with GP will adhere to the policies and control procedures of the UAHuntsville Government Property Control System. This particularly applies to the Principal Investigator for each contract/grant, who is ultimately accountable for any property acquired or furnished under the contract/grant. It also applies to any employee paid by the contract/grant, and all personnel in the offices of Research, Office of Sponsored Programs, Procurement, Accounting, Inventory Control, and Central Receiving and Shipping, who handle documentation for the property.

C. Definitions: See Appendix A

D. Delegation of Authority

1. Vice President for Research

The Vice President for Research is authorized, on behalf of the Board of Trustees and the President of UAHuntsville, to negotiate and sign contracts/grants for research, therefore, he/she is accountable for the Government Property Control System.
2. **Associate Vice President for Research**

The Associate Vice President for Research is delegated by the Vice President for Research for the accountability of the Government Property Control System. He/She is authorized on behalf of the Board of Trustees and the President of UAHuntsville to negotiate and sign contracts/grants for research.

3. **Director, Office of Sponsored Programs**

The Director, Office of Sponsored Programs is designated as GPA for UAHuntsville by the Associate Vice President for Research and is delegated the responsibility for implementing the UAHuntsville Government Property Control System. He/She is authorized on behalf of the Board of Trustees and the President of UAHuntsville to negotiate and sign contracts/grants for research.

4. **Government Property Administrator (GPA)**

The GPA is delegated by the Director, Office of Sponsored Programs and is responsible for developing, implementing, and maintaining the Government Property Control System for UAHuntsville. He/She will take appropriate action to insure that all UAHuntsville personnel are aware of and comply with regulations set forth in the Government Property Control System Manual and in each contract/grant. This responsibility includes timely submission of required reports and coordination of all related activities required by Government regulation. GP Administration is an extension of the activities of the Office of Sponsored Programs, which will act as the point-of-contact with the agencies’ contracting officers. The GPA is authorized to sign, under his/her name and title, all documentation for GP including the acceptance of title to GP transferred to the University.

5. **Director, Procurement Services**

Except for responsibilities delegated herein, the Procurement Agent is responsible, in accordance with State and Federal regulations, for all materials functions relating to facilities, equipment, and materials located at UAHuntsville. This includes the development, implementation, and maintenance of a computerized inventory control system that meets the minimum requirements of the Federal Government as stated in FAR45.505 (See Policies and Procedures Manual for a description of the Inventory Control Procedure).

6. **Manager, Material Control/Property Inventory**

The MMCPI will be responsible for tagging all Contractor Acquired and Government Furnished Equipment (GFE) according to procedures established by the FAR and by State regulation. He/She or a designate will also enter and maintain accurate data in the computerized inventory control system, and will help in physically locating all GP when required. He/She or a designate will assist the GPA in accounting for all property during property surveys by the
Federal Government and will report to the GPA any discrepancies in the location of or accounting for GP.

7. Principal Investigator (PI)

The Principal Investigator, or his/her designee, is responsible for compliance with this manual and all terms and conditions of his/her contract/grant. He/She is ultimately accountable for the correct procurement, use, calibration, and disposition of GP acquired or furnished under the contract/grant and will be responsible for physically locating the Property when required.

8. Other Materials Control Personnel

Other Materials Control Personnel such as those involved in receiving, shipping, purchasing, etc., will comply with the requirements of this manual when it applies to their duties and responsibilities.

9. Administrative Contracting Officer (ACO)

The Administrative Contracting Officer, who is assigned by the Federal Government, may also act as PA.

10. Property Administrator (PA)

The PA is the authorized person assigned by the Government to administer the contract requirement and obligations relating to GP.

E. Facilities Contracts

Facilities contracts are awarded when the agency determines the need, as established in FAR 45.302. “Non-profit institutions of higher education whose primary purpose is the conduct of scientific research” are referenced in FAR 45.302-l(d)(l) and 45.302-7. Facilities are also addressed in FAR 52.245-7 and FAR 52.245-12 through 52.245-15.

“Facilities” is defined as all property provided under the Facilities Contract. “Related Contract” means a Government Contract or subcontract for supplies or services under which the use of the facilities is or may be authorized. (See Definitions Appendix A) A facilities contract is awarded for five (5) years, but may be extended for completion of “related contracts.”

The Government retains title to all GFP unless otherwise specified. This applies even if the “facilities are incorporated into property not owned by the Government.” The “facilities” may be used only at the locations specified in the
Schedule. With written approval of the contracting officer, the “facilities” may be used at other locations.

The University shall maintain property control procedures and records and a system of identification of the facilities in accordance with FAR45.5. The University shall perform normal maintenance except as otherwise provided in the Schedule.

The University or the Contracting may terminate its authority to use any or all of the facilities at any time. Disposal of the facilities upon written notice is addressed in FAR52.245-7 and Liability is referenced in 52.245-8.

**UAHUNTSVILLE POLICY** is as follows:

Property which is accountable under a facilities contract will be accepted by the GPA with proper documentation from the agency. It will be received, tagged, and logged into the GP System by the MMCPI, and located in the area designated by the Schedule. The inventory system will reflect the specific location including building and room and the responsible person. The property will not be moved, loaned, or otherwise disposed of without the knowledge and approval of the GPA who in turn will determine if agency approval is necessary. The MMCPI will also be informed and will make the necessary changes in the Government property Control Inventory System.

F. **Office of Management and Budget (OMB) Circular A-21**

OMB CircularA021 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.

1. **OMB A-21 establishes the following definitions:**

   a. Equipment: An article of non expendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the organization for financial statement purposes or $5,000.

   b. Capital expenditure: Cost of the asset, including cost to put it in place.

   c. Special purpose equipment: Equipment which is used only for research, medical, scientific, or other technical activities.

   d. General Purpose Equipment: Equipment, the use of which is not limited only to research, medical, scientific or other technical activities.

For University purposes, the item must have a useful life of at least one year and an acquisition cost of at least $5,000.
2. Rules established by OMB A-21 (Summary):

a. Capital expenditures for general purpose equipment, buildings, and land must be approved in advance.

b. Capital expenditures for special purpose equipment must have approval in advance.

c. Capital expenditures for improvements must be approved in advance.

d. Maintenance and repair costs are generally allowed.

e. Material is usually considered to be those items not meeting the criteria for equipment; this means the item is under $5,000 or has a useful life of less than one year.

f. Rental costs are usually allowed if approved in advance.

G. State of Alabama and UAHuntsville Policy

See Appendix B.

II. ACQUISITION OF PROPERTY

A. Grants

Requisitions prepared by the PI and accompanied by Form RA 97-01 will be submitted through the Office of Sponsored Programs for purchase of equipment or property under a grant. NASA requires approval by the Grant Officer for any purchase over $5,000, but the purchase is considered approved if it is specifically identified in the grant proposal. Other agencies may not have a dollar threshold and may require approval by the Grant Officer regardless of cost for any purchase even if it is specifically identified in the grant proposal. Approval is not required for items considered “Exempt Property” as described in OMB Circular A-110 section 74.2, Definitions. All letters requesting approval will be issued by the Office of Sponsored Programs. Title vests in the University in most cases, but terms and conditions of each grant will state any exceptions.

The National Science Foundation (NSF), the National Institute of Health (NIH), NASA, and ONR have instituted a “Prior Approval System” which requires a University committee to be established to make certain prior approvals. These committees are, respectively, the OPAS, IPAS, NASPAS, and NAVPAS committees, and they are charged with approving/disapproving equipment requests on grants with the respective agencies. The committees at UAHuntsville consist of the Associate Vice President for Research, the Director, Office of Sponsored Programs, and the Assistant Director, Office of Sponsored Programs. Any PI requesting a budget change for equipment shall send a memorandum to the committee requesting the budget change. The committee will make its decision.

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and notify the PI. The memorandum should state the budget change desired, the line item from which the funds will be moved, justification for the budget change, the grant number, account number, and agency.

The GPA will complete all documentation associated with property acquired under a grant and forward it to the PA designated in the grant. Upon completion of the grant, a find property report will be submitted to the PA showing the final inventory of Government-Furnished Equipment.

B. Contracts

Property under Government contracts can be “Contractor-Acquired”, “Contractor-Fabricated” or “Government-Furnished” (See Appendix A for Definitions.)

1. Contractor Acquired Property

Most property used on UAHuntsville contracts is considered “Contractor Acquired” as it is purchased from contract funds with approval of the Contracting Officer.

a. Approval and Screening

Requisitions, prepared by the PI and accompanied by Form RA 97-01 for purchase of equipment or property, will be submitted through the Office of Sponsored Programs.

All equipment requisitions will be reviewed and screened for compliance with the contract and current regulations. The Research Administrator’s or designee’s signature is required before the purchase is transacted.

1) Approval

Approval by the Contracting Officer is required for any equipment purchase. Purchase requests are considered approved when one of the following conditions are met.

a) NASA — Receipt of a signed DD Form 1419 for items $1,000 and over.

b) DOD — Receipt of a signed DD Form 185 1 for items $25,000 and over.

c) The item is considered “Exempt Property” as described in OMB CircularA-1 10, section 74.2, Definitions.

All letters requesting approval will be issued by the Office of Sponsored Programs.
2) Screening

a) UAHuntsville Screening

   i) Screening through UAHuntsville inventory is required. Screening means to check existing equipment to see if the desired item is available and idle. The following screening thresholds have been established:

   (a) Under $10,000 — no screening of UAHuntsville inventory required
   (b) $10,000 to $24,999 — screen departmental inventory
   (c) $25,000 to $50,000 — screen college or center inventory
   (d) Over $50,000 — screen University inventory

   ii) Inventory Control provides computer access to the entire UAHuntsville inventory, so that screening may be accomplished by the following sorts:

   (a) Location       (e) Account Number
   (b) Asset Number   (f) Tag Number
   (c) Custodian      (g) Description
   (d) Contract Number (h) Asset Type

   iii) The Principal Investigator and Director, Office of Sponsored Programs or designee will sign Form RA 97-01 to certify that screening has been completed.

b) Federal Screening

   Screening is required by DOD for all Automated Data Processing Equipment (ADPE) $25,000 and over and Industrial Plant Equipment (IPE) over $15,000 (Reference DOD Property Manual). It is also required by NASA on all Centrally Reportable Equipment (CRE) $1,000 and over (Reference NASA FAR 18-45.7001 through 18-45.7101). It is suggested that the required DD Form 1419 for NASA CRE be submitted with the proposal to expedite the screening cycle. It is suggested that the required screening form DD Form 185 for ADPE $25,000 and over on DOD contracts be submitted with the proposal to expedite the screening cycle. A copy of DD Form 1419 and 185 are shown in Exhibits - Forms. All forms requesting screening will be issued by the Office of Sponsored Programs.

b. Acquiring System Components

   Requisitions for components of a system should be clearly delineated as to which system or piece of fabricated equipment they will be incorporated. The system must be identified as one of the following:
1) **Deliverable**

An end item to be delivered under the contract.

2) **Residual**

A residual item that will be used as a piece of special test equipment.

c. **Title**

FAR35.014 addresses title to equipment that is Contractor Acquired under contracts for research and development. Following is a summary of the basic guidelines to determine whether title will vest in the University.

1) If prior approval is obtained from the contracting officer and the item is less than $5,000, title automatically vests in the University.

2) If the equipment is $5,000 or greater, title is determined by terms of the contractor at the time of contract close-out. A letter must be written to the C/O requesting disposition.

3) Individual agencies may set lower limits.

   FAR52.245-5 Alt. 1 states that the University is required to submit to ONR a list of all equipment vesting in the University within ten (10) days following the end of the calendar quarter in which it was acquired.

2. **Contractor Fabricated property**

   Contractor Fabricated property will be treated in the same manner as Contractor Acquired Property.

3. **Government Furnished Property (GFP)**

   GFP is material or equipment loaned to the University for use on Federal contracts. The title to this property is retained by the government. GFP is also Contractor acquired property where title vests in the government. The property will be identified in the Schedule and the University shall be responsible and accountable for it. FAR 45.5 describes the requirements for accountability which constitutes the basis for the UAHuntsville Government Property Control System.

   All GFP shall be processed through the Office of Sponsored Programs to assure compliance with government regulations. Government Property will be received and shipped through the MMCPI who will tag and log it into the property control system. A receipt from the agency must accompany the GFP.
4. **Procurement of Materials**

Any item under $5,000 or with a useful life of less than one year and is expendable is considered material. These items will not be considered equipment, even if they are incorporated into a piece of equipment that is being delivered to the government. They will carry the full indirect burden. Since Federal regulations require tagging of equipment, it is inefficient and cumbersome to carry any item as government equipment that costs less than $5,000 or that has a useful life of less than one year. The same criteria will be applied to items purchased on other research contracts. An expendable item will not be carried as equipment regardless of the cost. An exception to this rule may be applied to certain Contractor Fabricated Property which will be approved by the Associate Vice President for Research and handled by the Accounting Office under a special account code.

**IIL PROPERTY MANAGEMENT**

**A. Contractor Responsibility**

FAR 45.502, Contractor Responsibility, states, “The contractor is directly responsible and accountable for all GP in accordance with the requirements of the contract. This includes GP in the possession or control of a subcontractor.

The contractor shall establish and maintain a system…to control, protect, preserve, and maintain all GP.” The contractor must maintain and make available all required records and account for GP until relieved of the responsibility.

**B. Receiving Procedure**

GP, either Government Furnished or Contractor Acquired, will be processed through the MMCPI and the GPA. The MMCPI is located in the Central Receiving Building and the GPA is in the Office of Sponsored Programs. The procedure for receiving is as follows:

1. **Contractor Acquired**

   a. Property received through Central Receiving:

      1) The MMCPI or his/her representative will check the shipment against the shipping documents, enter it into the Fixed Assets module of the Banner system, and electronically sign that the correct quantity and condition are represented.

      2) The property will be delivered to the purchaser who will sign a receiving list after he/she has examined and determined that the contents are acceptable.
3) Any discrepancies incident to shipment will be reported within ten (10) working days of receipt of the property in accordance with FAR 45.502-2.

These discrepancies will be listed in a memorandum to Procurement Services with a copy to the GPA. Procurement will notify the vendor. This memorandum will state condition, apparent causes, and other pertinent data.

b. Property delivered directly to the PI

1) The PI will check the shipment against the shipping document and sign that the correct quantity and condition are represented.

2) A Memorandum Receiving Report (MRR) will be prepared, signed, and sent to Accounts Payable. A copy will be sent to the MMCPI.

3) Any discrepancies will be reported as described above.

2. Government Furnished Property

Immediately upon receipt of GFP, the MMCPI will check the shipment against the shipping document (see sample form in Exhibits) and sign that the correct quantity and condition are correctly represented. He/She will then notify the GPA and will also furnish a written receipt to the government as specified in FAR 45.502-1. A copy of this receipt will be sent to the GPA and a copy will be retained in Central Receiving and Shipping. Any discrepancies incident to shipment will be reported in accordance with FAR 45.502-2, and only the property actually received will be recorded on the official record. The “Report of Loss, Damage, or Shrinkage” on the Bill of Lading received with any damaged shipment will be completed.

a. Equipment

All equipment or instrumentation will be checked within five days of receipt by the PI to assure operability. Any discrepancies must be reported as stated in IILB.1.a.3.

b. Material

Receipt of material will be as described above. All Government Furnished material will be considered consumed under the contract.

C. Motor Vehicles

1. Contractors shall ordinarily furnish any motor vehicles needed in performing Government contracts. Agencies may provide motor vehicles only when there is expected substantial savings and the contract will bear the entire cost. The vehicles will not be used on any other contract other than that for which the vehicles are provided without proper approval referenced in FAR 45.304.
2. Vehicles maybe obtained through the Property Disposal System as “Excess” or “Surplus.”
   Procedures for obtaining Excess or Surplus Property are described in Section V. C of this manual.

D. Relief From Responsibility

   Non-profit organizations are relieved of responsibility for GP when title is transferred to the contractor or returned to the agency. They may also seek relief when the property is consumed or lost.

E. Contractor Liability

   The Contractor may be liable for GP depending on the circumstances. All cases of loss, damage, or destruction will be investigated and reported immediately to the GPA and the University police department. A report will then be sent to the PA at ONR. Subcontractors will also be required to report as described above.

F. Records and Reports

1. Contractor’s Records

   The Contractor’s property control records shall constitute the Government’s official property records. In accordance with FAR45.505-1 the records will provide the following:

   a. Financial Accounts

   b. Identification and a complete, current, auditable record of all transactions

   c. Separate records for each contract showing the following basic information:

      1) Name, description, National Stock Number (if available)
      2) Quantity received (or fabricated), issued, and on hand
      3) Unit price (and unit of measure)
      4) Contract number
      5) Location
      6) Disposition
      7) Posting reference and date of transaction
      8) Condition Code (See list of condition codes in Exhibits)

   d. Ability to locate any item within a reasonable period of time

2. Tagging Systems

   a. Upon receipt, the MMCPI or a designee will enter the above information into the computerized Banner system.

   b. The property will be tagged with ONE of TWO metal tags:
1) GP will have a tag which reads “Property of US Government” with a six-digit number beginning with the number 3.

2) UAHuntsville property will have a tag which reads “Property of UAHuntsville” with a six-digit number beginning with the number 2.

c. Property will have only the government tag as long as title remains with the government. When title transfers to UAHuntsville, the government tag will be removed and the UAHuntsville tag will be placed on the item.

3. Material

FAR 45.505-3 addresses records of material. It states that material “shall be recorded in accordance with the Contractor’s property control system….” For both fixed price and cost-reimbursement contracts, receipt and issue of material will be documented by copies of UAHuntsville purchase orders, memorandums of receiving, departmental transfers, invoices, and payment checks. The material will be considered consumed under the contract.

4. Plant Equipment, FAR45.505-5

a. Individual item records will be maintained including all information listed in III.F.1.c. plus the following:

   1) Federal Supply Code for the manufacturer
   2) Federal Supply Classification
   3) Original manufacturer’s model or part number
   4) Serial number and year built
   5) Government identification number
   6) Acquisition and disposition document referencing dates

b. The property will be tagged according to III.F.2.

5. Special Test Equipment, FAR45.5054

a. Individual item records will be maintained and include all information listed in III.F.1.c.

b. The property will be tagged according to III.F.2.

6. Real Property

Real property is addressed in FAR 45.505-7. All records for Government real property will be maintained in the Office of Sponsored Programs and in the GPL.
7. **Completed Products**

FAR 45.505-10 states that records will be maintained for all completed products produced under a contract and vesting in the Government. These records will be maintained in the Office of Sponsored Programs and in the GPI.

G. **Reports of Government Property**

1. An annual report of the total acquisition cost of contractor acquired GP and GFE for which UAHuntsville is accountable will be submitted to the PA. This will be listed by contract with each Agency and will include property at subcontractor facilities or at alternate locations. Reports to NASA will be submitted on Form 1018 by October 31 and to DOD on Form 1662 by October 31 (Examples of forms are shown under Exhibits).

2. Reports as above will also be submitted upon request by the Contracting Officer.

H. **Identification**

Identification is addressed in FAR 45.506. The UAHuntsville system is stated in III.F. Markings must be removed or obliterated when the property no longer qualifies as GP.

I. **Segregation**

When practical GP shall be kept physically separate from contractor-owned property unless otherwise approved by the PA. In most cases physical separation at UAHuntsville is impractical.

J. **Care, Maintenance, and Use**

FAR 45.509 states that the “contractor shall be responsible for the proper care, maintenance and use of GP in its possession or control from the time of receipt until properly relieved of responsibility, in accordance with sound industrial practices and terms of the contract.”

1. **Care**

A maintenance program is delineated in the FAR which in summary requires regularly scheduled preventive maintenance and reporting of defects and need for major repair, replacement, or capital rehabilitation. UAHuntsville will keep records of maintenance actions and any deficiencies discovered as a result of regularly scheduled inspections. Inspections, calibration, and record keeping will be the responsibility of the PI or his/her designee. Copies of inspection reports will be submitted to the GPA. GP may not be altered from its original form. Desired alterations require the Contracting Officer’s approval.
2. Use

The contractor’s procedures will be in writing and adequate to assure the property will be used only for those purposes authorized by the contract. Required approvals will be obtained for use on other contracts.

K. Storage and Movement

1. On-Campus

Any movement from one on-campus location to another must be reported to the GPA and the MMCPI by submission of a UAH Property Relocation/Transfer Form (see Exhibits) from the custodian so that the change can be made in the Government Property Inventory (GPI). The GPI must reflect the current location of the property at all times. The movement of heavy equipment will be conducted under the supervision of the MMCPI.

2. Off-Campus

Movement off-campus must be approved by the contract, the PA, or the Contracting Officer. A UAH Property Relocation/Transfer Form (see Exhibits) will be prepared by the custodian and copies will be furnished to the GPA and the MMCPI. The GPA will request authorization from the PA. When authorization is received, the GPA will inform the custodian and the MMCPI.

3. Protection

Adequate protection during authorized movement will be exercised. Appropriate safety and handling will be in accordance with standard commercial practices, and any accidents or damage will be reported immediately to the GPA and the MMCPI.

4. Storage

When property is temporarily idle, but needed for future authorized research, the custodian will notify, by memo, the GPA and the MMCPI. If other researchers wish to use the property, the GPA will be notified so that authorization can be obtained from the PA. The custodian will insure that storage conditions are in accordance with commercial housekeeping procedures and that the property is properly protected from corrosion, contamination, and accidental damage. If the property will be idle for a long period of time with no foreseeable use, it must be reported to the PA as idle and excess.

L. Subcontractors

All subcontractors will be required to make the same assurances for control of GP as required of the University.
M. Lost or Stolen Property

Any lost or stolen property will be immediately reported to the GPA at 824-6000 and to UAHuntsville Police at 824-6911. If the property is not located, the GPA will immediately notify the PA.

N. Residual Property Transfer

Residual property at contract termination may be transferred to another contract if authorized by the PA. There must be a definite contractual requirement for the transfer. The request for authorization will be submitted by the GPA upon notification by the Principal Investigator. If there is no further need for the property, it will be declared idle and excess.

IV. INVENTORIES

FAR 45.508 states, “The contractor shall periodically physically inventory all GP (except materials issued from stock for manufacturing, research, design, or other services required by the contract) in its possession or control, and shall cause . subcontractors to do likewise...Personnel who perform the physical inventory shall not be the same individuals who maintain the property records unless the contractor’s operation is too small to do otherwise.”

Inventories at UAHuntsville will be conducted as follows:

A. Annual Inventories

An Annual Inventory of all GP will be conducted between May and September of each year. An individual chosen by each department or center will be responsible for updating that department’s or center’s portion of the inventory. After the GPA and MMCPI update the GPI, the GPA will submit the report to the PA by the specified due date.

1. National Aeronautics and Space Administration (NASA)

   The NASA report will be submitted on NASA Form 1018 by October 31 for inventory through September 30.

2. Department of Defense (DOD)

   The DOD report will be submitted on DD Form 1662 by October 31 for inventory through September 30.

B. Inventories Upon Termination or Completion of Contract

Immediately upon termination or completion of a contract, the contractor shall perform and cause each subcontractor to perform a physical inventory, adequate for disposal purposes, of all GP applicable to the contract unless the requirement is waived. This inventory is the responsibility of the PI who will also require an
inventory by his subcontractors. A complete tabulation of all residual property will be provided to the GPA and the MMCPI. The MMCPI will reconcile the tabulation and report to the GPA who submits the required reports to the PA.

C. University Inventory

A biennial inventory is conducted of all University property under guidelines effective April 2006. This inventory will include property acquired under government contracts and grants that has vested in the University. This inventory will assure that property procured under government contract or grant is marked and flagged so that it is never considered when determining the indirect rate charged to government contract/grants. Flagging will also assure that the Government is never charged for use of the property. A report will be submitted by the MMCPI to the Director of Purchasing who will in turn report to the Vice Resident for Finance and Administration.

D. Scope of Inventories

Physical inventories consist of sighting, tagging or marking, describing, recording, reporting, and reconciling the property records. A condition Code Chart is shown in Exhibits.

E. Reporting of Inventories

1. Annual Government Property Inventory Report

   The GPA will submit a report to the PA by October 31 after completion of the GP inventory. This will include the following:

   a. A list of all GP
   b. A listing identifying all discrepancies disclosed
   c. A signed statement that the inventory was completed on a given date and that the official property records were found in agreement except for reported discrepancies

2. NASA Government Property

   a) Includes all NASA property $5,000 and over inventoried through September 30 each year.

   b) Use NASA Form 1018. See NASA FAR 18-45.7101.

   c) Due no later than October 31.

3. DOD — Defense Federal Acquisition Regulation (DFAR) 245-505-14

   a. Covers all DOD GFE inventoried through September 30 each year.


   c. Due no later than October 31.
V. DISPOSAL

A. Reporting

Reporting, Redistribution and Disposal of Contractor Inventory is addressed in FAR 45-6 and in the FAR Supplements. This applies only to GFP and not to property or equipment where title vests in the University. When a contract is completed, the Principal Investigator will report any GFP assigned for use on the contract to the GPA. The GPA will determine if there is any need by other Principal Investigators in the University for use on contracts with the same agency. If there is a need, the GPA will request the authority from the PA to transfer the equipment. If there is no need, the item should be reported to the PA as idle and excess and procedures in the FAR supplements should be followed. A DD Form 1342 will be prepared as described in Defense Industrial Property Equipment Centers (DIPEC) Manual Appendix 2B.

B. Returning

The MMCPI will be responsible for returning property to the government after notification from the GPA. All property will be returned through the agency's Central Receiving Organization and a signed shipping receipt will be obtained by the MMCPI who will send a copy to the GPA.

C. Obtaining Excess or Surplus Property

1. Excess property is obtained through Defense Industrial Property Equipment Centers (DIPEC) which are located throughout the United States. Permission to screen for excess property is obtained from a Contracting Officer and the Associate Vice President for Research or higher designee. During screening, excess property that is identified as usable on a contract can be requested by completing DD Form 1348. This form should be submitted to the Office of Sponsored Programs with justification as to how it will be used on a designated contract. OSP will forward the request to the PA at the Office of Naval Research for approval. When approval is received, the excess property may be transferred to the University for use on a designated project. The property will be entered in the GP Inventory.

2. Surplus Property is obtained through the Alabama State Agency for Federal Property Assistance and is not considered GP. It is processed through the Purchasing Office.
Appendix A

FORMS

DEFINITIONS
OFFICE OF SPONSORED PROGRAMS
EQUIPMENT & COMPUTER PRODUCTS PURCHASE APPROVAL FORM

Requisition No.: ____________________  Org No.: ___________________________
Agency: ___________________________  Grant/Contract No.: _________________
Department: _______________________  Budget Unit Head: __________________
Location: __________________________  Custodian: _________________________

I. ITEM INFORMATION
Description:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Manufacturer (NOT VENDOR): _____________________________________________
Estimated Cost: $____________________ Model No.: __________________________
Intended Use: ____________________________________________________________
________________________________________________________________________

II. GENERAL (Answer “Yes” or “No”)
_____ Is the item a Computer Product other than equipment? (e.g., parts, software, PC < $5K)
_____ Does the item meet the University’s definition of equipment? (Account code 8101, 8103, 8105)
■ Cost at least $5,000?
■ Have a useful life of one year or more?
Is the item being built into a system? (Account code 8105 for equipment; Banner 7435 or 7436 for materials. Note: 7435 must have prior approval of VP for Research.)
If “yes”, give System Name: _________________________________________
■ Include this “system name” in the description block of the requisition form
■ Notify the Materials Control Supervisor in Central Receiving & Shipping when building a system.
_____ Is the item an internal enhancement or upgrade for an existing system? (Account code 8103)
_____ Is the item a deliverable to the agency or a component part of a deliverable to the agency?
_____ Is the item sole-source (only one acceptable vendor)? If “yes”, a UAHuntsville “Request for Sole Source Justification” Form must be attached to the requisition.
Justification: _____________________________________________________
_____________________________________________________________________

III. APPROVAL (Answer “Yes” or “No”)
_____ Is the item listed in the proposal? If “No”, answer below:
■ Indicate proposal line item from which it will be rebudgeted: _______________________
■ Justification for the purchase:
_____________________________________________________________________

RA97-01(Rev. 8/2/99)           Page 1 of 2
IV. CERTIFICATION

By signing this document, I am certifying that:

1. This item has been screened through department/center and is not available for the following reason(s):
   _____ Not required (item cost is under $10,000 threshold for screening of UAHuntsville inventory.)
   _____ Not available (item is not in inventory.)
   _____ In use on another contract.
   _____ Obsolete (state of disrepair or no longer state-of-the-art.)
   _____ Other: ______________________________________________________

2. Approval to purchase this item does not negate my obligation under this contract, nor does it authorize expenditure in excess of funds allocated on the contract.

Name (Principal Investigator)  Date

For Research Administration Use Only –

CERTIFICATION:

By signing this document, I am certifying that:

A. APPROVAL (Answer “Yes” or “No”)
   _____ Approved: All required approvals have been received from the contracting agency.

B. SCREENING (Check One)
   This item has been screened through the University’s inventory and is not available for the following reasons:
   _____ Not required (item cost is under $10,000 threshold for screening of UAHuntsville inventory.)
   _____ Not available (item is not in inventory.)
   _____ In use on another contract.
   _____ Obsolete (state of disrepair or no longer state-of-the-art.)
   _____ Other: ______________________________________________________

C. Title (Check One)
   _____ Title will vest in the State.
   _____ Title will vest in the Government.
   _____ Title will vest in ________________________.

Name (Research Administration)  Date
MAILING ADDRESSES FOR NASA NEW TECHNOLOGY SUMMARY REPORT

To submit a New Technology Summary Report to NASA, send the attached form to the NASA Center that is funding the activity at the address listed below.

NASA Ames Research Center
Attention: New Technology Representative
Commercial Technology Office, Mail Stop 202A-3
Moffett Field, California 94035-1000

NASA Dryden Flight Research Center
Technology Utilization Office
P.O. Box 273, Mail Stop D-2131
Edwards, CA 93523-3119

NASA John H. Glenn Research Center at Lewis Field
Technology Transfer & Partnership Office
21000 Brookpark Road, M S 4-2
Cleveland, Ohio 44135
Kathleen.A.Kerrigan@grc.nasa.gov

NASA Goddard Space Flight Center
Technology Transfer Program
Greenbelt Road - Mail Stop 504
Greenbelt, MD 20771

NASA Headquarters
Code R/Attn: Mike Battaglia
300 E. Street, S.W.
Washington, D.C. 20546

Jet Propulsion Lab
NASA Stennis Space Center
Attn: Intellectual Property Manager
Technology Development and Transfer Office
Mail Stop HA30
Stennis Space Center, Mississippi 39529-6000

Attn: JPL SBIR Program Office
4800 Oak Grove Drive,
Mail Stop 249-103
Pasadena, Ca 91109-8099
SBIR.Program.Office@jpl.nasa.gov

NASA Johnson Space Center
Technology Transfer & Commercialization
2101 NASA Road 1 - Mail Stop HA
Houston, TX 77058-3696

NASA John F. Kennedy Space Center
Attention: Technology Transfer Officer
Technology Transfer Office, Mail Stop YA-C1
Kennedy Space Center, FL 32899

NASA Langley Research Center
Patent Counsel Office
3 Langley Blvd. - Mail Stop 212
Hampton, VA 23681-2199

NASA George C. Marshall Space Flight Center
Technology Transfer Department
New Technology Representative/CD3O
MSFC, Alabama 35812
Susan.L.Whitfield@msfc.nasa.gov

NASA Stennis Space Center
Attn: Intellectual Property Manager
Technology Development and Transfer Office
Mail Stop HA30
Stennis Space Center, Mississippi 39529-6000

NASA NTSR Revised (10/03) Page 1 of 3
NASA contracts, grants, cooperative agreements, and subcontracts (Funding Agreements) for experimental, developmental or research work require each Contractor/Grantee/Subcontractor (C/G/S) to report New Technology Items to NASA. For that purpose, the following reports and corresponding schedules are provided:

<table>
<thead>
<tr>
<th>Title of Report/Form</th>
<th>Schedule for Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disclosure of Invention and New Technology (Including Software) NASA Form 1679 or Equivalent information required (<a href="http://invention.nasa.gov">http://invention.nasa.gov</a> for access to form or On-line reporting)</td>
<td>The C/G/S must submit a detailed disclosure of each New Technology Item (reportable item or subject invention – see definition below) made under the funding agreement within two months after innovator’s disclosure to C/G/S.</td>
</tr>
<tr>
<td>New Technology Summary Report (NTSR) (check marked “Interim”)</td>
<td>For multi-year efforts, the C/G/S must submit a summary listing of all New Technology Items developed during the reporting period, OR provide certification that there were none. The first Interim New Technology Summary Report is due 12 months from the effective date of the effort. Additional reports are due annually thereafter.</td>
</tr>
<tr>
<td>New Technology Summary Report (NTSR) (check marked “Final”)</td>
<td>The C/G/S must submit a cumulative summary listing of all New Technology Items developed during the entire performance of the Funding Agreement, OR provide certification that there were none. The Final New Technology Summary Report must be submitted within 3 months of completion of work under the funding agreement.</td>
</tr>
</tbody>
</table>

Submitting C/G/S Name and Address:

C/G/S New Technology Representative:

Report Submitted by:
(if not New Technology Representative)

Contact Telephone Number: (    )      -  Contact Email Address:

NASA Funding Agreement Number:  Funding Agreement Completion Date:  /    /  

Title of Funded Activity:

NASA Project Manager/*COTR or Grant Monitor:

Report Submission Date:  /    /  *COTR=Contracting Officer’s Technical Representative

Definition of New Technology Items

**Large business C/G/S** must disclose all **reportable items** to NASA. Reportable item as used in NASA Funding Agreements with large businesses means any invention, discovery, improvement, or innovation, **whether or not patentable**, conceived or first actually reduced to practice in the performance of work under a NASA Funding Agreements. Reportable items include, but are not limited to, new processes, machines, manufactures, and compositions of matter, and improvements to, or new applications of, existing processes, machines, manufactures, and compositions of matter. Reportable items also include new computer programs, and improvements to, or new applications of, existing computer programs, whether or not copyrightable.

**Small business, nonprofit organization, and college and university C/G/S** must disclose all **subject inventions** to NASA. Subject invention as used in NASA Funding Agreements with other than large businesses means any invention or discovery which is or may be **patentable** and is conceived or first actually reduced to practice in the performance of work under a NASA Funding Agreements. Subject inventions include any new process, machine, manufacture, or composition of matter, including software, and improvements to, or new applications of, existing processes, machines, manufactures, and compositions of matter, including software.

**Note:** Subject to approval by C/G/S who retain or obtain title to subject inventions or reportable items, all such technologies are evaluated for publication in NASA Tech Briefs magazine. If an item is published in NASA Tech Briefs, the innovator may be considered for a monetary award from NASA. Innovations meeting eligibility requirements may also be considered for additional Space Act Awards ([http://icb.nasa.gov](http://icb.nasa.gov)).

NASA NTSR Revised (10/03) Page 2 of 3
NASA NEW TECHNOLOGY SUMMARY REPORT

I. General Information

1. Type of Report: [ ] Interim [ ] Final Reporting Period (Begin/End Dates): / / / /

2. Business Type: [ ] Large [ ] Small [ ] College/University [ ] Nonprofit Organization

3. Have any New Technology Items resulted from work performed under this Funding Agreement during this reporting period? [ ] Yes [ ] No

   3a. If Yes, were they disclosed to NASA? [ ] Yes [ ] No

      Note: If they have not yet been disclosed, they can be disclosed with this Summary Report (See I.4.).

4. Are New Technology Items being disclosed with this Summary Report? [ ] Yes [ ] No

   (Use NASA Form 1679 or equivalent – see http://invention.nasa.gov for access to form or on-line reporting).

II. New Technology Items

Please provide the following information for all New Technology Items reportable under this Funding Agreement during the reporting period. If additional space is required, include an attachment.

<table>
<thead>
<tr>
<th>Title</th>
<th>Internal Report/Docket Number (if applicable)</th>
<th>Date Submitted to NASA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>/ /</td>
<td>/ /</td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td>4.</td>
<td>/ /</td>
<td>/ /</td>
</tr>
</tbody>
</table>

III. Subcontractors

Please complete the following section listing all research subcontractors participating to date. Include each research subcontractor’s name, address, contact person, telephone number and email address. Note: If subcontractors have New Technology Items to disclose, they should follow the same reporting process as prime participants.

IV. Certification

I certify that active and effective procedures ensuring prompt identification and timely disclosures of reportable New Technology Items have been followed. Furthermore, I certify that all New Technology Items required to be disclosed during the period identified on this form have been disclosed to NASA or are being submitted herewith.

Name and Title of Authorized Official

/ /

Signature

Date

Please submit completed NASA New Technology Summary Reports and/or Disclosures of Invention and New Technologies to the NASA Center funding the activity (see attached listing).

Note: If an individual Disclosure of Invention and New Technology is submitted using the on-line reporting tool, it is not necessary to follow up with a hard copy submission.
### DOD Property in the Custody of Contractors

**DFARS 246.606-11**

(See instructions on back before completing this form.)

**REPORT AS OF**

30 SEP ______ OR

Form Approved

OMB No. 0704-0246

Expires Feb 28, 2006

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THIS ADDRESS.**

**RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 1.**

1. **TO** (Enter name and address of property administrator)

2. **FROM** (Enter full name, address and CAGE code of contractor)

3. IF GOVERNMENT-OWNED, CONTRACTOR-OPERATED PLANT, ENTER GOVERNMENT NAME OF PLANT

4. **CONTRACT NO. (FILN)**

5. **CONTRACT PURPOSE**

6. **BUSINESS TYPE (Enter L, S, or N)**

7. **OFFICIAL NAME OF PARENT COMPANY**

8. **PROPERTY LOCATION(S)**

9. **PLANT EQUIPMENT PACKAGE TEDD No. and serial**

<table>
<thead>
<tr>
<th>a. PROPERTY (Type or Account)</th>
<th>b. BALANCE START OF PERIOD</th>
<th>c. ADDITIONS (in dollars)</th>
<th>d. DELETIONS (in dollars)</th>
<th>e. BALANCE END OF PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1) ACQUISITION (in dollars)</td>
<td>(2) QUANTITY (in units or acres)</td>
<td></td>
<td>(1) ACQUISITION (in dollars)</td>
</tr>
<tr>
<td>10. LAND</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11. OTHER REAL PROPERTY</td>
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<tr>
<td>12. OTHER PLANT EQUIPMENT</td>
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<tr>
<td>13. INDUSTRIAL PLANT</td>
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<tr>
<td>14. SPECIAL TEST EQUIPMENT</td>
<td></td>
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<tr>
<td>15. SPECIAL TOOLING (Government Title Only)</td>
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</tr>
<tr>
<td>16. MILITARY PROPERTY (Agency-Furnished)</td>
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<td></td>
</tr>
<tr>
<td>17. GOVERNMENT MATERIAL (Contractor Acquired)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>18. CONTRACTOR REPRESENTATIVE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. TYPED NAME (Last, First, Middle Initial)</td>
<td>b. SIGNATURE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>20. NON PROPERTY REPRESENTATIVE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. TYPED NAME (Last, First, Middle Initial)</td>
<td>b. SIGNATURE</td>
</tr>
<tr>
<td>a. TELEPHONE NUMBERS (Commercial and DSN)</td>
<td></td>
</tr>
</tbody>
</table>

DD FORM 1662, JUN 2003

PREVIOUS EDITION IS OBSOLETE.

(Rev. 4/08)
REPORTING INSTRUCTIONS

GENERAL. The prime contractor shall report all DoD property (as indicated) in its custody, or in that of its subcontractors as of September 30 to the Government Property Representative by October 31 of each year. Also report zero end of period balances when no DoD property remains accountable to the contract. Report data from records maintained in accordance with FAR Subparts 4.16 and DFARS Subpart 242.16.

REPORT AS OF 30 SEP 2008. Fill in the appropriate year (or other date).

ITEM 1 - TO Enter the name of the Government Property Representative, the Contract Administration Office or other office the Government Property Representative works for, and the full mailing address (including City, State, and ZIP+4).

ITEM 2 - FROM Enter the full name and address of the reporting contractor with the Division name stated after the Corporate name. Use the name as it appears on the contract but omit articles and insert spaces between company names that are made up of letters like XYZ Inc., for example. Also enter the Commercial and Government Entity (CAGE) Code.

ITEM 3 - IF GOVERNMENT-OWNED CONTRACTOR-OPERATED PLANT, ENTER GOVERNMENT NAME OF PLANT Enter the Government name of the plant if the plant is Government-owned and Contractor-operated. Leave blank if it is a contractor-owned plant.

ITEM 4 - CONTRACT NO. (PIN). Enter the 13-digit contract number or Procurement Instrument Identification Number (PIN) under which the Government property is accountable. Use format XXXXXX XX X XXXX.

ITEM 5 - CONTRACT PURPOSE. Enter one of the following 1-character alphabetic codes to identify the general purpose of the contract:

A. R&D&E
B. Supplies and Equipment (deliverable end items)
C. Facilities Contract
D. Lease of facilities by the contractor
E. Maintenance, Repair, Modification, or Rebuilding of Equipment
F. Operation of Government-Owned Plant or Facilities including test sites, ranges, installations
G. Service contracts performed primarily at Military Installations, test facilities, ranges or sites
H. Contract for storage of Government Property
I. Others

ITEM 6 - BUSINESS TYPE. Enter a 1-character alphabetic code indicating the type of business concern:

L = Large S = Small N = Non-profit
(See FAR Part 10 for definition of Small Business and FAR 41.101 for definition of Non-profit Organizations.)

ITEM 7 - OFFICIAL NAME OF PARENT COMPANY. Enter the name of the Parent Corporation of the Reporting Contractor. The Parent Corporation is one in which common stock has been issued whether or not the stock is publicly traded and which is not a subsidiary of another corporation.

ITEM 8 - PROPERTY LOCATION. Enter the primary location(s) of the property if it is located at site(s) other than that of the Reporting Contractor, e.g., location of subcontractor property or property at alternate sites of the prime contractor. Location is the City, State and Zip or the Military Installation or the Foreign site. Limit input to 69 characters. NOTE: Can be used as a "REMARKS" field.

ITEM 9 - PLANT EQUIPMENT PACKAGE. Enter the Number and Use of a Plant Equipment Package (PEP) for one or more plants. Leave blank otherwise. Example: ARMY PEP #570 - 81 mm Shells.

ITEMS 10 - 10.1 (1) ACQUISITION COST (BALANCE AT THE BEGINNING OF THE FISCAL YEAR). Enter the acquisition cost for each type of property as defined in FAR 45.5 or DFARS 245.5. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 10, 10.1 (2) - 10.1 (2) QUANTITY (BALANCE AT BEGINNING OF THE FISCAL YEAR). Enter the quantity for all categories of Government property except for Other Real Property and Material on hand at the beginning of the fiscal year. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 10 - 10.5 (1) ADDITIONS (in dollars). For the property categories indicated, enter the acquisition cost for the total additions to the contract from any source during the fiscal year. Do not enter for Government Material or Military Property.

ITEMS 10 - 10.5 (2) DELETIONS (in dollars). For the property categories indicated, enter the acquisition cost for the total deletions from the contract during the fiscal year. Do not enter for Government Material or Military Property.

ITEMS 10 - 10.6 (1) ACQUISITION COST (BALANCE AT END OF THE FISCAL YEAR). Enter the acquisition cost for each type of property as defined in FAR 45.5 or DFARS 245.5.

ITEMS 10, 10.6 (2) QUANTITY (BALANCE AT END OF FISCAL YEAR). Enter the quantity for all categories of Government Property except for Other Real Property and Material on hand at the end of the fiscal year. These will be carried forward to reflect the balance at the beginning of the following year.

ITEMS 17 and 18 - GOVERNMENT MATERIAL. Report material as reflected on inventory records in accordance with FAR 45.505-3.

ITEM 19 - CONTRACTOR REPRESENTATIVE. Type the name of the contractor representative authorized by the property control system to sign this report.

ITEM 20 - DOD PROPERTY REPRESENTATIVE. Type the name of the DoD Property Administrator or other Authorized Property Representative, plus that individual’s commercial area code and telephone number and DSN number (if one exists). Signature and date.

NOTE TO CONTRACTOR: When reporting more than one contract from the same location and the same contractor, you may elect to fill out Data Elements 1, 3, 6, 7, and 19 only once as long as each form can be readily identified if any form becomes separated from the others.
Grant Number: _______________

Final Equipment/Property/Material Report

You may use this as a guide regarding what information you need to submit as your Final Property Report for any grant or cooperative agreement.

Note:
Check one under Federally-owned and check one under Grantee-acquired.

I. Federally-owned: Federally-owned items provided to the Grantee.

___ 1. There are no Federally-owned items under the above grant.

___ 2. There are Federally-owned items under the above grant.
   Disposition request and inventory are attached to this e-mail.

___ 3. There were Federally-owned items under the above grant which
   were returned to the Government on _____________________ (date).
   Attach documentation regarding receipt by the Government.

___ 4. There were Federally-owned items. Accountability transferred from
   the above grant to Award Number: ______________________________ by Modification, Supplement, DD Form 1149, or other document, copy of which is attached.

II. Grantee-acquired: Grantee bought the items with Grant funds.

___ 1. There are no Grantee-acquired items under the above grant.

___ 2. There are no Grantee-acquired items, title to which vests with
   Grantee, which are required to be submitted in a final inventory.

___ 3. There are Grantee-acquired items, title to which vests with
   Grantee, which are required to be submitted in a final inventory. The final inventory is attached to this e-mail.

___ 4. There are Grantee-acquired items, title to which vests with the
   Government, which are required to be submitted in a final inventory. The final inventory is attached to this e-mail.

___ 5. As a participant in the Federal Demonstration Partnership, title vests with the
   Grantee to all Grantee-acquired items and the Grantee is not required to submit a final inventory.

Signature: ________________________________ Date: ____________________
DEFINITIONS

Accessory item - An item that facilitates or enhances the operation of plant equipment but is not essential for its operation.

Auxiliary item - An item without which the basic unit of plant equipment cannot operate.

Centrally Reportable Equipment (CRE) - A NASA term defined as "plant equipment, special test equipment (including components), special tooling and non-flight space property (including ground support equipment) which is 1) generally commercially available and used as a separate item or component of a system 2) is valued at $1,000 or more, and 3) is identifiable by a manufacturer and model number."

Contractor-acquired Property - Property acquired or otherwise provided by the contractor for use on a contract.

Custodial Records - Written memoranda of any kind, such as requisitions, issued hand receipts, tool checks, and stock record books, used to control items issued from tool cribs, tool rooms, and stockrooms.

Custodian - Person responsible for specifically identified GP.

Discrepancies Incident to Shipment - All deficiencies incident to shipment of GP to or from a contractor's facility whereby differences exist between the property reported to have been shipped and property actually received. Such deficiencies include loss, damage, destruction, improper status and condition coding, errors in identity or classification, and improper consignment.

Equipment - An article of non expendable, tangible, personal property having a useful life of more than one year, and an acquisition cost of $2000 or more per unit.

Facilities - Property used for production, maintenance, research, development, or testing. It includes plant equipment and real property. It does not include material, special test equipment, special tooling, or agency-peculiar property. When used in a facilities contract, the term includes all property provided under that contract.

Facilities Contract - A contract under which Government facilities are provided to a contractor or subcontractor by the Government for use in connection with performing one or more related contracts for supplies or services. It is used occasionally to provide special tooling or special test equipment. Facilities contracts may take any of the following forms:
   (a) A facilities acquisition contract providing for the acquisition, construction, and installation of facilities.
   (b) A facilities use contract providing for the use, maintenance, accountability, and disposition of facilities.
(c) A consolidated facilities contract, which is a combination of a facilities acquisition and a facilities use contract.

**General Purpose Equipment** – Equipment, the use of which is not limited to research, medical, scientific or other technical activities. Examples of general purpose equipment include office equipment and furnishings, air conditioning equipment, reproduction and printing equipment, motor vehicles, and automatic data processing equipment.

**Government Furnished Equipment** – Property in the possession of, or directly acquired by, the Government and subsequently made available to the contractor.

**Government Production and Research Property** – Government-owned facilities, Government-owned special test equipment, and special tooling to which the Government has title or the right to acquire title.

**Government Property** – All property owned by or leased to the Government or acquired by the Government under the terms of the contract. It includes both GFP and Contractor Acquired Property (if the Contractor Acquired Property vests in the Government).

**Individual Item Record** – A separate card, form, document or specific line(s) of computer data used to account for one item of property.

**Industrial Plant Equipment (IPE)** – Plant equipment in federal stock group 34 with an acquisition cost of $15,000 or more.

**Material** – Property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. It includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract.

**Nonprofit Organization** – Any corporation, foundation, trust, or institution operated for scientific, educational, or medical purposes, not organized for profit, and no part of the net earnings of which inures to the benefit of any private shareholder or individual.

**Nonseverable** – Property that cannot be removed after erection or installation without substantial loss of value or damage to the property or to the premises where installed.

**Other Plant Equipment** – Plant equipment not listed as IPE, regardless of dollar value.

**Plant Equipment** – Personal property of a capital nature (including equipment, machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items) for use in manufacturing supplies, in performing services, or for any administrative or general plant purpose. It does not include special tooling or special test equipment.
**Property** – All property, both real and personal. It includes facilities, material, special [ tooling, special test equipment, and agency-peculiar property.

**Property Administrator** – An authorized representative of the contracting officer assigned to administer the contract requirements and obligations relating to GP.

**Real Property** – Land and rights in land, ground improvements, utility distribution systems, and buildings and other structures. It does not include foundations and other work necessary for installing special tooling, special test equipment, or plant equipment.

**Salvage** – Property that, because of its worn, damaged, deteriorated, or incomplete condition or specialized nature, has no reasonable prospect of sale or use as serviceable property without major repairs, but has some value in excess of its scrap value.

**Scrap** – Personal property that has no value for its basic material content.

**Special Purpose Equipment** – Equipment which is used only for research, medical, scientific, or other technical activities.

**Special Test Equipment** – Either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in performing a contract. It consists of items or assemblies of equipment including standard or general purpose equipment that are interconnected and interdependent so as to become a new functional entity for special testing purposes. It does not include material, special tooling, facilities (except foundations and similar improvements necessary for installing special test equipment), and plant equipment items used for general plant testing purposes.

**Special Tooling** – Jigs, dies, fixtures, molds, patterns, taps, gauges, other equipment and manufacturing aids, all components of these items, and replacement of these items, which are of such a specialized nature that without substantial modification or alteration their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services. It does not include material, special test equipment, facilities (except foundations and similar improvements necessary for installing special tooling), general or special machine tools, or similar capital items.

**Stock Record** – A perpetual inventory record which shows, by nomenclature, the quantities of each item received and issued and the balance on hand.
<table>
<thead>
<tr>
<th>ACO</th>
<th>Administrative Contracting Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADPE</td>
<td>Automated Data Processing Equipment</td>
</tr>
<tr>
<td>CRE</td>
<td>Centrally Reportable Equipment</td>
</tr>
<tr>
<td>DFAR</td>
<td>Defense Federal Acquisition Regulation</td>
</tr>
<tr>
<td>DIPEC</td>
<td>Defense Industrial Property Equipment Center</td>
</tr>
<tr>
<td>DOD</td>
<td>Department of Defense</td>
</tr>
<tr>
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</tr>
<tr>
<td>GFE</td>
<td>Government Furnished Equipment, same as GFP</td>
</tr>
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</tr>
<tr>
<td>GP</td>
<td>Government Property</td>
</tr>
<tr>
<td>GPA</td>
<td>Government Property Administrator</td>
</tr>
<tr>
<td>GPI</td>
<td>Government Property Inventory</td>
</tr>
<tr>
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<td>Industrial Plant Equipment</td>
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<td>NSF</td>
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<tr>
<td>OMB</td>
<td>Office of Management and Budget</td>
</tr>
<tr>
<td>ONR</td>
<td>Office of Naval Research Representative</td>
</tr>
<tr>
<td>PA</td>
<td>Property Administrator</td>
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<tr>
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<td>DESCRIPTION</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>N1</td>
<td>New - excellent</td>
</tr>
<tr>
<td>N2</td>
<td>New - Good</td>
</tr>
<tr>
<td>N3</td>
<td>New – Fair</td>
</tr>
<tr>
<td>N4</td>
<td>New - Poor</td>
</tr>
<tr>
<td>E1</td>
<td>Used - Reconditioned Excellent</td>
</tr>
<tr>
<td>E2</td>
<td>Used - Reconditioned still in good usable condition</td>
</tr>
<tr>
<td>E3</td>
<td>Used - Reconditioned Fair</td>
</tr>
<tr>
<td>E4</td>
<td>Used - Reconditioned –Poor</td>
</tr>
<tr>
<td>01</td>
<td>Used - Usable w/out repairs Excellent</td>
</tr>
<tr>
<td>02</td>
<td>Used - Usable w/out repairs –Good</td>
</tr>
<tr>
<td>03</td>
<td>Used - Usable w/out repairs -Fair</td>
</tr>
<tr>
<td>04</td>
<td>Used - Usable w/out repairs - Poor</td>
</tr>
<tr>
<td>R1</td>
<td>Used - Repairs required -Excellent</td>
</tr>
<tr>
<td>R2</td>
<td>Used - Repairs required-Good</td>
</tr>
<tr>
<td>R3</td>
<td>Used - Repairs required –Fair</td>
</tr>
<tr>
<td>R4</td>
<td>Used - Repairs required-Poor</td>
</tr>
<tr>
<td>XX</td>
<td>No further value for use originally</td>
</tr>
<tr>
<td>SS</td>
<td>Scrap</td>
</tr>
</tbody>
</table>
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
UAH PROPERTY INVENTORY
TEMPORARY ON-LOAN/DONATED EQUIPMENT INVENTORY FORM

This form is for TEMPORARY ASSET/DONATED EQUIPMENT inventory purposes only and is to be used when:

- A department receives item(s) of capital equipment valued at $5000 or greater on temporary loan from an outside agency, or
- A department receives donated item(s) of capital equipment valued at $5000 or greater

INSTRUCTIONS: This form is NOT to be used for gift receipt purposes. Donated equipment must be coordinated in advance through the University Development Office, in accordance with University Development policy and procedures, using the UAH Non-Cash Gift Approval/Acceptance Report. This inventory form shall not substitute as a gift receipt.

Complete the form below, including appropriate signatures by those with authority over the equipment, and submit to Inventory Control, Central Receiving Building, Room 101. Call 824-6315 if you have any questions. NOTE: Campus relocation of assets must be reported using the Inventory Property Relocation form.

Date of Inventory Addition Request: ____________________

☐ DESCRIPTION OF RECEIVED ASSET(s):

MODEL No. 2 / DESCRIPTION 3 / SERIAL No. 4 / VALUE 5

UAH Location of Equipment: Building: __________ Room: __________ Department: __________

☐ DETAILS OF INCOMING LOAN:

Length of Loan:

Terms and Conditions of Loan:

PROPERTY OWNER (Loaned Equip. Only):

Name
Phone No.
Company/Govt. Agency Name
Building/Room No./Department
Company/Agency Approval Signature / Date

UAH CUSTODIAN (All Equipment):

Name
Phone No.
Department
Building/Room No.
Department Head Approval Signature / Date

☐ RETURN OF ASSET AT END OF LOAN TERM

Return of temporary assets owned by outside agencies to property owner(s) must immediately be reported to Inventory Control using the Inventory Control Property Disposition form. Inventory Control must be notified in advance of return so that the property tag(s) can be removed prior to returning property to owner.

For Inventory Control Use Only

UAH Property Tag No.: ____________________
UAH System Asset No.: ____________________
Date Created: ____________________
Record Entered by: ____________________
Signature/Title

UAHINV Form-012 (Rev. 03/2005)
# MAIL SERVICES

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(Rev. 4/08)
I. GENERAL

I.1. Objective
The primary responsibility of Mail Services is to provide for the postal needs of the University of Alabama in Huntsville (UAHuntsville) Community, including faculty, staff, and student personnel.

Mail Services is located in the Central Mail Facility (CMF), in the Central Receiving Building, on John Wright Drive and may be contacted at 824-6116.

I.2. Policy
Mail Services operates under the “centralized mailroom” concept, channeling resources to provide postal support in the most timely, accurate, and cost effective manner possible.

Mail Services will develop, revise, and notify users of all postal policies and procedures. Furthermore, all reasonable efforts will be made to provide users with ease of access to the services offered by Mail Services.

Departmental faculty, staff, and student body are urged to comply with the policies adopted by UAHuntsville and contained in this manual. Changes affecting the availability of or accessibility to the services specified in this manual will be posted immediately with alternate course(s) of action.

I.3. Authority
Under the direction of the Vice President for Finance and Administration and the Associate Vice President for Business Services, Mail Services complies with all federal, state, and local postal regulations and observes the policies, guidelines, and provisions established with private industry and/or commercial mailers.

II. HOURS OF OPERATION

II.1. Normal Workdays
Mail Services’ hours are from 8:15 a.m. – 5:00 p.m., Monday through Friday, except holidays. Please direct any questions or concerns to Mail Services at 824-6116 during normal work hours.
II.2. Holidays

Christmas holiday hours are from 9:00 a.m. – 1:00 p.m. unless otherwise posted prior to the beginning of the holiday period. Delivery and collection services are not provided.

III. DELIVERY AND COLLECTION

III.1. Workday Delivery and Collection

Mail Services’ clerks make three delivery and collection runs every business day. Delivery and collection are limited to the main campus. Departments unable to meet scheduled delivery and collection times can bring mail to the CMF for immediate processing.

Morning Mail Service: Mail Services’ clerks conduct morning delivery and collection from 10:00 – 11:00 a.m. each business day.

Afternoon Mail Service: Mail Services’ clerks conduct afternoon delivery and collection from 1:00 – 2:00 p.m. each business day.

Special Mail Service: Mail Services’ clerks make a special run to Shelbie King Hall (SKH), Credit Union, National Space Science and Technology Center (NSSTC), and Business Services each day at 3:00 p.m.

III.2. Holiday Delivery and Collection

Mail Services will process incoming and outgoing mail during the scheduled holiday hours (see Section II.2, “Holidays”). Delivery and collection services, however, are not provided.

Outgoing Mail: Departmental personnel may bring outgoing mail to the CMF for processing and dispatching. Outgoing mail will be processed “on demand” the next business day. Exceptions to this policy may be granted if coordinated in advance with the Director, Mail Services / Inventory & Material Control.

Incoming Mail: Authorized personnel may pick up incoming mail at the CMF. All incoming mail not collected during the holiday will be delivered on the first business day following the holiday.
III.3. **Courier/Non-Routine Service**

Mail Services provides a daily courier service, with some restrictions, to expedite the delivery of time- and/or user-sensitive materials. This courier service also provides prompt delivery of Overnight Express mail.

IV. **MAIL PREPARATION REQUIREMENTS**

Faculty, staff, and student personnel using Mail Services should familiarize themselves with the mail preparation requirements and guidelines in this section.

*NOTE: These requirements and guidelines are designed to enhance the capabilities of Mail Services and to maintain the highest standards of quality and efficiency.*

IV.1. **On-Campus and Interdepartmental Mail**

On-campus mail delivery and collection services are provided to

- Expedite internal communications between faculty, staff, and student body personnel while acting in an official capacity.
- Support University goals and objectives.

These services are offered to all departments located on the main campus grounds.

**ADDRESS INFORMATION**

All addresses must include a valid department name and office name and may include the name of a specific person and building. Delivery and collection services, however, are not provided on a room-to-room basis. Abbreviations, such as for department or building, are acceptable.

<table>
<thead>
<tr>
<th>Example of valid on-campus/interdepartmental address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO: Chemistry Department Office</td>
</tr>
<tr>
<td>ATTN: Dr. U. R. Receiving</td>
</tr>
<tr>
<td>MSB</td>
</tr>
<tr>
<td>FROM: Bursar’s Office</td>
</tr>
<tr>
<td>Dr. I. M. Sending</td>
</tr>
<tr>
<td>UC</td>
</tr>
</tbody>
</table>

**PHYSICAL LIMITATIONS**

Mail delivery and collection services are normally limited to standard, legal-sized, and flat-sized envelopes. (Flat-sized envelopes are generally the brown 6"x9", 9"x12", and 10"x13" envelopes, and which are sealed by a clasp, self-sealing tape, or gummed flap.) Contact

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Central Receiving at 824-6315 for delivery and collection of boxes, parcels, containers, and other non-flat articles of mail.

**DELIVERY AND COLLECTION SITES**

All buildings serviced by Mail Services have a designated mail drop area, which serves as the sole delivery and collection site for that building. Deposit all on-campus/interdepartmental mail, international mail, and accountable mail in the receptacles marked “CAMPUS MAIL” provided at these sites.

**NOTE:** To avoid delays in processing and handling, do not deposit off-campus mail in receptacles marked “CAMPUS MAIL.”

**SORTING AND BUNDLING REQUIREMENTS**

Single mailings with 50 or more articles of on-campus/interdepartmental mail originating from the same department or office must be sorted by building destination and bundled with rubber bands.

**ORGANIZATION CODES**

On-campus/interdepartmental mail does not require postage; therefore, organization codes are not necessary.

**IV.2. Off-Campus Mail, Domestic**

Off-campus domestic mail includes all classes of ordinary outgoing mail destined for addresses within the continental United States, Alaska, and Hawaii.

**DESTINATION ADDRESS**

Per U. S. Postal Service (USPS) requirements, all articles of mail must bear a valid and legible address. As a minimum, the destination address should contain the following:

- Name of addressee or business
- Street, rural route, or Post Office box
- City
- State
- ZIP code

(Rev. 4/08)
RETURN ADDRESS

The return address should include the same information as above. The return address should be located in the upper left-hand corner of the envelope face. Ensure that the bottom line of the return address does not extend below the top line of the destination address.

NOTE: The USPS uses an Optical Character Reader (OCR) to sort mail, and improper addressing may cause mail to be misrouted. Prior to printing new or additional stationery, departments should consult the Director of Mail Services to ensure compliance with postal regulations.

PHYSICAL LIMITATIONS

The USPS will accept for delivery any article that meets the size specifications in Table MS-1:

Table MS-1, Delivery Specifications

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight</td>
<td>69-pounds or less</td>
</tr>
<tr>
<td>Length + Girth</td>
<td>108-inches or less</td>
</tr>
</tbody>
</table>

To find Length + Girth:

1. With a tape measure, measure the longest side or edge of the package. This measurement is the length.
2. At a right angle to the longest side, wrap the tape measure around the package and measure the perimeter or the distance around the package. This measurement is the girth.
3. Add the length measurement to the girth measurement.

Additional restrictions prohibit the mailing of guns and weapons, combustibles, biodegradable items, and certain other articles. Please consult the Director of Mail Services before mailing questionable items.

DELIVERY AND COLLECTION SITES

All buildings serviced by Mail Services have a designated mail drop area, which serves as the sole delivery and collection site for that building. Deposit all off-campus mail in receptacles marked “OFF CAMPUS MAIL” provided at these sites.

(Rev. 4/08)
NOTE: To avoid delays in processing and handling, do not deposit campus mail in receptacles marked “OFF CAMPUS MAIL.”

SORTING AND BUNDLING REQUIREMENTS

Multiple articles of off-campus mail originating from the same department or office and bearing the same organization code should be bundled together with ¼-inch wide rubber bands. Bundles should not exceed a reasonable thickness (grab-size). Envelopes can be unsealed, but do not mingle sealed and unsealed envelopes in the same bundle. Envelopes should face in the same direction with flaps closed.

SEALING LETTERS AND FLAT-SIZED ARTICLES

Letters: Mail Services provides an automated service to seal letter-sized envelopes of off-campus mail. Standard and legal envelopes must fit the dimensions specified in Table MS-2:

Table MS-2, Envelope Dimensions for Sealing

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Minimum (in inches)</th>
<th>Maximum (in inches)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>5</td>
<td>11½</td>
</tr>
<tr>
<td>Height</td>
<td>3½</td>
<td>6½</td>
</tr>
<tr>
<td>Thickness</td>
<td>.007</td>
<td>¼</td>
</tr>
</tbody>
</table>

Mail Services will seal articles of letter-sized mail if provided in the required format, as follows:

- Ensure that each article of unsealed mail has the same shape and size.
- Turn each article of mail in the same direction.
- Flaps must be closed as if sealed; please do not nest envelopes with flaps open!
- Bundle unsealed articles separately from sealed articles. Do not mix sealed and unsealed envelopes in the same bundle.

Flat-Sized Articles: Due to equipment and time limitations, Mail Services does not provide a sealing service for flat-sized articles, or envelopes larger than the dimensions in Table MS-2. Consequently, unsealed oversized envelopes (e.g., 9”x12” brown envelope) will be returned to the sender.

(Rev. 4/08)
PACKAGING REQUIREMENTS

Departments are responsible for packaging articles of off-campus mail. Supplies of packaging materials such as envelopes, boxes, tape, and labels are available from the University Bookstore.

ORGANIZATION CODES

U.S. Postal Service regulation requires that all articles of mail must bear the appropriate amount of postage. Postage is based on class of delivery, weight, and destination. Mail Services uses a mail-processing machine to determine postage and track cumulative postage expenses per departmental organization code. Therefore, all articles of off-campus mail must bear a valid organization code.

Organization codes should be hand-written, typed, or stamped in the upper right-hand corner of the envelope face. When mailing bundles of off-campus mail from the same department and organization code, only the top article of mail must bear the organization code.

IV.3. Off-Campus Mail, International

Off-campus international mail includes all articles of outgoing mail destined for addresses outside the continental United States, Alaska, and Hawaii.

ADDRESS INFORMATION

U.S. Postal Service regulation reserves the bottom line of the destination address for identifying the name of the destination country. The name of the destination country must be spelled out in all capital letters, without abbreviations (e.g., “CANADA” rather than “Can.”; “UNITED KINGDOM” rather than “UK”).

Postage discounts are available on articles of international mail (e.g., SEAMAIL, PRINTED MATTER), depending on class of delivery and contents. Departments should contact Mail Services for information on available services, postage discounts, postage costs, and delivery schedules.

PHYSICAL LIMITATIONS

International parcels are subject to weight limitations and restrictions, depending on the destination country and class of delivery. Contact Mail Services for additional information.

SORTING AND BUNDLING REQUIREMENTS

Multiple articles of international mail originating from the same department or office and bearing the same organization code should be bundled together with ¼-inch wide rubber bands.

(Rev. 4/08)
**DELIVERY AND COLLECTION SITES**

All buildings serviced by Mail Services have a designated mail drop area, which serves as the sole delivery and collection site for that building. Place all international mail in the “ON CAMPUS” receptacle.

*NOTE: To avoid delays in processing and handling, do not co-mingle articles of international mail in the same bundle with domestic mail.*

---

**IV.4. First-Class Presort Mailings**

U. S. Postal Service regulation permits mailing of First-Class mail at discounted rates per the following guidelines and restrictions. Contact Mail Services for size and weight restrictions.

- Mailings must consist of a minimum of 500 articles of First-Class mail, presorted and bundled according to the destination ZIP code.
- Bundles must contain either a minimum of:
  - Ten articles addressed to the same five-digit ZIP code destination
  - Fifty articles addressed to the same three-digit ZIP code prefix group (Figure MS-1)
- Each article must bear either a postage permit imprint or a postage meter imprint to indicate postage payment.
- Mailings must be assembled in mail trays (available from Mail Services).

*NOTE: Due to the low volume of 1st class presort mail, UAHuntsville Mail Services does not maintain a permit to handle this type of mail. To expedite your first class presort mailing please contact either United Mailing (837-2100) or Alabama Mailing (355-7404). The postage will be deducted from UAHuntsville’s Standard Bulk Mail Account at the Post Office. Mail Services must be notified of any large presort mailings to be sure funds are available.*

---

**IV.5. Standard Bulk Mail**

Standard (formerly “Third-Class”) Bulk Mail postage rates are substantially lower than First-Class rates, thereby offering the most economical means of sending correspondence (with certain restrictions). To qualify for Standard Bulk Mail rates, the following minimum criteria must be met:

- Mailings must consist of a minimum of 200 articles of mail.
- Articles of mail must be printed.
- Articles must be identical in content, size, and weight.

(Rev. 4/08)
• Articles may not be personalized.
• Articles must be imprinted with the UAHuntsville “Non-profit Organization” Permit Imprint Indicia or have a paste-on bulk stamp applied.
• Mail must be presorted and bundled by ZIP code.

Mail Services has published Standard Bulk Mail Preparation Guidelines/Procedures (Figure MS-2). This publication helps users minimize mail preparation time and follow current USPS regulation. (Much of this information is also in Section V, “Standard Bulk Mail Procedures.”)

Contact Mail Services for additional information or to request mailbags, rubber bands, stickers, trays, and other postal paraphernalia.

**Postage Meter Imprint:** All articles of Standard Bulk Mail must be stamped, preprinted, or labeled with the University’s mail permit number. Refer to Section V.2., “Permit Imprint,” for specific requirements.

**NOTE:** U.S. Postal Service regulation requires that all mail be affixed with the appropriate amount of postage.

### IV.6. Special Services

Special services offered by the USPS include the following special categories of mail: Certified, Registered, Insured, and Express. Mail Services offers all special services offered by the USPS, except the sale of money orders.

To obtain a special service on articles of mail, write or type the name of the special service desired (e.g., “REGISTERED”) in the upper right-hand corner of the envelope face. Place the mail in the receptacle marked “ON CAMPUS MAIL” in the nearest mail drop area.

**NOTE:** Mail Services is unable to process **personal** special services mail (i.e., Certified, Registered, Insured, Delivery Confirmation, Signature Confirmation, Air Mail). Personal shipments requiring tracking and/or insurance may be shipped through the University Book Store via UPS or through a local U. S. Postal Service branch. Mail Services will continue to provide regular stamped and metered personal domestic mail service.

The following paragraphs contain additional instructions regarding special services.

(Rev. 4/08)
CERTIFIED MAIL

Provided by request, this service is designed to safeguard articles of mail that are both non-negotiable as a form of currency and non-tangible in nature. Examples of articles best suited for this service are:

- Graduation diplomas
- Legal documents
- Checks
- Correspondence requiring a receipt for delivery

All articles of Certified mail must bear the appropriate amount of First-Class postage including the appropriate fee(s) for certification. Unless otherwise requested, Mail Services will prepare a USPS Form 3811, Return Receipt Requested, to accompany all articles of Certified mail. Receipts are used to validate the actual delivery of the article of mail and are forwarded to the appropriate department or office on return.

This service is restricted to articles of First-Class domestic mail only. Please place all accountable outgoing mail in the “ON CAMPUS” receptacle.

REGISTERED MAIL

Provided by request, this service is designed to safeguard articles of mail that are either negotiable or tangible or both. Examples of articles best suited for this service are:

- Currency
- Airline tickets
- Irreplaceable documents
- Valuable goods

All articles of Registered mail must bear the appropriate amount of First-Class postage. Unless otherwise requested, Mail Services will prepare a USPS Form 3811, Return Receipt Requested, to accompany all articles of Registered mail. Receipts are used to validate the actual delivery of the article of mail and are forwarded to the appropriate department or office on return.

Registry is available on domestic and international mail. Departments should contact Mail Services for information on packaging Registered mail because some restrictions apply.

INSURED MAIL

Provided by request, this service insures articles of mail against loss or damage during shipment by the USPS. To insure an article of mail,
write “INSURED MAIL” and the monetary value of the article in the upper right-hand corner of the envelope face. Deposit the article of mail in the nearest receptacle marked “ON CAMPUS MAIL.”

Return Receipt Requested Forms are not provided with insured mail except by request. Insured mail is available for all classes and categories of mail except international mail.

**EXPRESS MAIL**

Overnight/24-hour Express Mail delivery services, both domestic and international, are available on request through the following:

- U. S. Postal Service

  NOTE: Next Day Service not available to some destinations/ZIP codes. Contact Mail Services to determine availability of Next Day Service to specific ZIP codes.

- Federal Express Corporation
- United Parcel Service
- DHL Express

Express Mail offers the most expedient means of delivery to most parts of the world. Domestic delivery is guaranteed within 24 hours; the delivery guarantee on international articles is limited to leaving the continent within 24 hours.

**U. S. Postal Service:** To obtain Express Mail service, write or type “EXPRESS” in the upper right-hand corner of the envelope face and deposit the article of mail in the nearest receptacle marked “ON CAMPUS MAIL.” Mail Services’ employees will package articles, prepare mailing labels, affix applicable postage, and dispatch all articles of Overnight Express Mail (U. S. Postal Service only).

**Federal Express** furnishes an Express Mail collection box, located in front of the Von Braun Research Hall, for depositing outgoing articles of Federal Express Overnight Mail. The scheduled collection time is 5:30 p.m., Monday through Friday, except holidays. Packaging and labeling materials for articles of Federal Express Overnight Mail are available at the CMF and are provided to users on request. For additional information and/or assistance in preparing Federal Express Mail (i.e., mailing labels, packaging), contact Mail Services' personnel.

NOTE: A valid departmental organization code must be provided on each Federal Express mailing sheet in the space marked, “YOUR INTERNAL BILLING REFERENCE NUMBER.” A copy of the mailing sheet must be forwarded to Accounts Payable.
V. STANDARD BULK MAIL PROCEDURES

V.1. Qualifying Matter

Only printed and “like” item pieces may be mailed at the standard bulk rate. “Like” articles are those articles of mail that are exactly the same in content, weight, size, paper, etc. Articles of Standard Bulk Mail should have a broad scope intended for a general audience. They should neither be personalized nor signed individually by the sender. Articles of Standard Bulk Mail should be no larger than 12”x15” (maximum allowable size).

V.2. Permit Imprint

All articles of Standard Bulk Mail must be stamped, preprinted, or labeled with the University’s #283 “Non-profit Organization” Permit Imprint Indicia. (See example below.) Contact Mail Services or refer to the Standard Bulk Mail Preparation Guidelines/Procedures (Figure MS-2) for additional information and for specific label requirements if using self-adhesive or paste-on labels for the imprint indicia.

Pre-Printed Permit Imprint Indicia: Mail Services recommends that departments who frequently use Standard Bulk Mail have stationery printed with the #283 Permit Imprint Indicia on the envelope face. Specific format requirements for “Non-Profit Organization” Permit Imprint Indicia are outlined in the Standard Bulk Mail Preparation Guidelines/Procedures.

NOTE: The UAHuntsville “Logo” is administered through University Relations. Please contact University Relations before designing any pre-printed materials using the UAHuntsville name or logo.

V.3. Endorsements

The use of endorsements (i.e., “Address Service Requested” and “Return Service Guaranteed”) must conform to format specifications as published by the USPS. These specifications require that endorsements must be located ¼-inch to ½-inch below the return address. “Endorsements are no longer permitted to be located below the permit imprint indicia.” Failure to comply with this specification will result in non-acceptance for mailing.

NOTE: The USPS will not accept articles of mail improperly endorsed.

V.4. Bundling and Banding

All Standard Bulk Mail items larger than 5”x10” must be bundled, banded, and sacked. The sender must have a minimum of 200 pieces or 50 pounds of mail to qualify for Standard Bulk Mail. The sender must presort and bundle all Standard Bulk Mail by ZIP code before Mail Services can

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collect it or accept delivery. The top article of mail of each bundle must include the appropriate classification sticker, departmental organization code used to pay the postage, and a total count of pieces being mailed. Mail Services will provide bundling material and classification stickers on request.

**Banding:** When sending bundled mail through UAHuntsville Mail Services, use one ¼-inch rubber band per letter-sized bundle. All flat-sized bundles require a minimum of two ¼-inch rubber bands. See Section V.9, “Detailed Sorting and Bundling Instructions.”

**V.5. Stickers**

Each bundle of Standard Bulk Mail must have the appropriate sticker (i.e., D, 3, A, X) affixed to the lower left-hand corner of the top article of mail. These stickers are explained in Table MS-3:

<table>
<thead>
<tr>
<th>Sticker</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Direct to five-digit ZIP code destination</td>
</tr>
<tr>
<td>3</td>
<td>Three-digit ZIP code prefix destination</td>
</tr>
<tr>
<td>A</td>
<td>Area destination</td>
</tr>
<tr>
<td>X</td>
<td>Mixed states destination</td>
</tr>
</tbody>
</table>

**V.6. Sacking**

All Standard Bulk Mail must be sacked or placed in trays. Sacks, or mailbags, should only be used in conjunction with flats or bulk items that are too large for standard mail trays. Sacked mail must be bundled. See Figure MS-2, *Standard Bulk Mail Preparation Guidelines/Procedures*, for more detailed instructions on sacking.

**MAXIMUM WEIGHT PER SACK**

The USPS will not deliver any article or sack of articles exceeding 70-pounds gross weight.

**MINIMUM WEIGHT OR NUMBER OF ARTICLES PER SACK**

Every sack of letter-sized envelopes must contain a minimum of 150 pieces of mail to qualify for discount Standard Bulk Mail rates.
Every sack of **flat-sized articles** (including catalogs and magazines as well as oversized envelopes) must contain a minimum of 125 pieces or 50 pounds, whichever comes first.

**SACK SIZE**

The Bulk Acceptance Unit of the USPS advises that only Number 3 mailbags be used in the shipment of Standard Bulk Mail. This mailbag, which is approximately 2-feet long, is the most commonly used mailbag and is easily recognized due to its size.

**SACK LABELS**

All Standard Bulk Mail sacks should have temporary labels securely affixed to their clasps by the department. Follow the instructions below for completing the temporary labels. Plain paper may be used for these labels.

Temporary labels must contain the following information:

- Destination ZIP code(s) (Refer to USPS Publication 3-Digit ZIP Code Prefix Groups for ADC Sortation (Figure MS-1) and Section V.9, “Sorting and Bundling Instructions,” for proper sorting instructions.)
- Type of matter enclosed

The U. S. Postal Service will print official mailing labels for each sack based on information provided on the temporary labels. Mail Services will contact the USPS to obtain the USPS mailing labels. Therefore, providing correct information on every sack label is essential.

**V.7. Total Piece Count**

The total piece count is the total number of pieces in the mailing. The total piece count must be provided to Mail Services for each mailing submitted. You must have a minimum of 200 pieces per mailing. Write the total piece count on the top article of the bundle.

**V.8. Organization Code**

A valid UAHuntsville organization code must be provided to Mail Services for each mailing submitted. Write the organization code on the top article of the bundle.

**V.9. Detailed Sorting and Bundling Instructions**

The U.S. Post Office does not want the mail bundled unless it is in mailbags (or trays, except for oversized items, when the minimum to fill a
Mailbag cannot be met). Mail Services will provide assistance with the bundling and sacking of Standard Bulk Mail.

All articles of Standard Bulk Mail must be sorted and bundled by destination ZIP code. Every bundle must be secured with ¼-inch wide rubber bands. The top article of each bundle must have a sticker, total piece count, and valid UAHuntsville organization code. See Sections V.4 through V.7.

**NOTE:** Bundles should be no thicker than the average person’s hand-grasp, approximately four-inches or twenty-five articles of mail.

1. **Five-Digit Bundles:** (All articles have the same five-digit ZIP code):
   a. If ten or more articles have the same five-digit ZIP code, separate them from the rest of the mail.
   b. Bundle these articles together and secure with rubber bands per banding instructions in Section V.4, “Bundling.”
   c. Place a red “D” sticker on the top article of each five-digit bundle in the lower left-hand corner of the article (see example).
   d. Isolate the completed bundles from the remaining articles of mail and go to step 2.

   **Example, Five-Digit Bundles**

   ![Example Image]

2. **Three-Digit Bundles** (All articles have the same three-digit ZIP code prefix):
   a. If ten or more articles have the same three-digit prefix, separate them from the rest of the mail.
   b. Bundle these articles together and secure with rubber bands per banding instructions in Section V.4, “Bundling.”
   c. Place a green “3” sticker on the top article of each three-digit bundle in the lower left-hand corner of the article (see example below).
   d. Isolate the completed bundles from the remaining articles of mail and go to step 3.

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3. **Area Bundles** (Articles addressed to the same area as defined in Figure MS-1, 3-Digit ZIP Code Prefix Groups):
   a. If ten or more articles are addressed to the same area according to Figure MS-1, Three-Digit Prefix Chart, separate them from the rest of the mail. (Area bundles are no longer grouped by state but by specific three-digit ZIP code prefixes.)
   b. Bundle these articles together and secure with rubber bands per banding instructions in Section V.4, “Bundling.”
   c. Place an orange “A” sticker on the top article of each area bundle in the lower left-hand corner of the article (see example below).
   d. Isolate the completed bundles from the remaining articles of mail and go to step 4.

   ![Example, Area Bundles](image)

4. **Mixed State Bundles** (Articles meeting none of the above criteria):
   a. Sort remaining articles of mail by state.
   b. Bundle these articles and secure with rubber bands per banding instructions in Section V.4, “Bundling.”
   c. Place a “MIXED STATES” facing slip over the top article of mail in each bundle, or place an “X” sticker in the lower left-hand corner of the top article (see example below).

   ![Example, Mixed State Bundles](image)
VI. PERSONAL MAIL

VI.1. Collection

Mail Services will accept and dispatch personal mail collected during scheduled delivery and collection. Individuals are responsible, however, for sealing and affixing proper postage to personal mail; Mail Services will only provide transportation of personal mail to the U.S. Post Office.

Mail Services is unable to process personal Special Services mail (i.e., Certified, Registered, Insured, Delivery Confirmation, Signature Confirmation, Air Mail). Personal shipments requiring tracking and/or insurance may be shipped through the University Book Store via UPS or through a local U.S. Postal Service branch. Mail Services will continue to provide regular stamped and metered personal domestic mail service.

Mail Services cannot process outgoing personal metered international mail.

VI.2. Unlawful Use of State Funds

As a reminder to all University employees, using state funds to purchase stamps for personal mail is unlawful. Submitting articles of personal mail with a departmental organization code may result in adverse administrative action(s).

VII. INCOMING MAIL TO THE UNIVERSITY

VII.1. UAHuntsville Mailing Address

The United States Postal Service (USPS) official mailing address for all incoming mail to the University is:

The University of Alabama in Huntsville
Attn: Receiver and Department Name
301 Sparkman Drive
Huntsville, AL 35899

The ZIP code 35899 is assigned to all buildings on the UAHuntsville campus including Technology Hall, Shelbie King Hall, and the National Space Science and Technology Center (NSSTC). This address and ZIP code will route all USPS mail to Mail Services. The recipient's name and department are necessary so mail can be properly sorted for campus delivery.

Mail Services sorts all campus mail by department and delivers it to the appropriate mailbox in the mail drop area of each building. The recipient's

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name and department are the minimum required information on intra-campus mail. Building and room numbers are optional additional information but should not be substituted for the recipient’s name and department.

VII.2. Aerophysics Research Center

The only facility associated with the University exempt from the 35899 ZIP code is the Aerophysics Research Center (ARC), located on Redstone Arsenal. The correct ZIP code for the ARC is 35898. The direct mail address is:

Aerophysics Research Center (ARC)
Attn: Receiver
P.O. Box 999
6230 Anderson Road
Redstone Arsenal, AL 35898

If UAHuntsville is included in the ARC address, mail will automatically come to Mail Services, and it will be the responsibility of the ARC to pick up all mail shipments.
Mail Services

Attachments

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MAIL SERVICES ATTACHMENTS
List of Figures

FIGURE MS-1 . . . . . . 3-Digit ZIP Code Prefix Groups Chart
FIGURE MS-2 . . . . . . Standard Bulk Mail Preparation Guidelines/Procedures
## Figure MS-1

### 3-Digit ZIP Code Prefix Groups—ADC Sortation

<table>
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<tr>
<th>Column A</th>
<th>3-Digit ZIP Code Prefix Group</th>
<th>Column B</th>
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<td>ADC SAN JUAN PR 006</td>
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<td>010-017</td>
<td>ADC SPRINGFIELD MA 010</td>
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<td>ADC BOSTON MA 021</td>
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<td>ADC ROANOKE VA 240</td>
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<td>ADC CHARLESTON WV 250</td>
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<td>ADC CLARKSBURG WV 263</td>
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<td>ADC GREENSBORO NC 270</td>
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<td>ADC CHARLOTTE NC 280</td>
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<td>ADC COLUMBIA SC 290</td>
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### 3-Digit ZIP Code Prefix Groups, continued

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<td>[FCM only] ADC ORLANDO FL 328</td>
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<td>940, 941, 943, 944, 949, 954, 955</td>
</tr>
<tr>
<td>942, 952, 953, 956-960</td>
</tr>
<tr>
<td>962-966</td>
</tr>
<tr>
<td>967, 968</td>
</tr>
<tr>
<td>969</td>
</tr>
<tr>
<td>970-978, 986</td>
</tr>
<tr>
<td>995-997</td>
</tr>
<tr>
<td>ADC ANCHORAGE AK 995</td>
</tr>
</tbody>
</table>
Standard Bulk Mail
Preparation Guidelines/Procedures

Mail Services
The University of Alabama in Huntsville
Huntsville, AL 35899

Revised June, 2005
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(Rev. 4/08)
Standard Bulk Mail Sorting & Bundling, General

1. **Qualifying Matter** – Only “printed” and “like” matter (all pieces are exactly the same in content, paper weight, etc.) may be mailed at the applicable standard bulk rates. The information must not be personalized in nature (broad in scope; not directed at any one person; and cannot be individually signed by the mailer). The maximum allowable size for bulk articles is 12” x 15”.

2. **Permit Imprint** – All articles of Standard Bulk Mail must be stamped, preprinted, or labeled with the University’s #283 Permit Imprint (see example). It is recommended that departments who frequently use Standard Bulk Mail have stationary printed with the Permit Imprint on the facing. Self-adhesive or paste-on labels with the Permit Imprint may be opted for. Contact Mail Services for information on the use of “paste-on” type Standard Bulk Mail Permit Imprints.

   Example Permit Imprint Indicia used to authenticate payment of postage on Standard Bulk Mail. The USPS will not accept articles of Standard Bulk Mail not properly endorsed.

3. **Bundling, Sacking, and Banding** – All Standard Bulk Mail items larger than 5-inches in height and/or 10-inches in width must be bundled, banded, and sacked.

   - All sacked articles of Standard Bulk Mail must be sorted first by the ZIP code of destination, and then bundled according to the same. Detailed instructions on bundling procedures are provided later in these instructions.
   
   - **NOTE:** The thickness of individual bundles should not exceed that which could be grasped in the hand of an average person, and should not exceed four (4) inches in overall thickness.

   - **Sacking** – All bundles of Standard Bulk Mail must be sacked in accordance with the detailed instructions provided in this report. Each sack must also be labeled as per the instructions provided, so as to indicate the destination of the contents. Sacking should be reserved for large envelopes. Trays should be used for standard envelopes and postcards (see #4 below).

   - **Banding** – A minimum of two (2) each ¼-inch thick rubber bands must be used to secure each bundle of Standard Bulk Mail. Cross-banding is the preferred method of securing the bundles. However, if this method causes the bundle to collapse, affix the bands in parallel fashion. If the bundle is still not rigid enough to withstand the pressure of the rubber bands without bending, roll the bundle so that the address label is on the outside.
• **Stickers** – Each bundle of Standard Bulk Mail must have the appropriate sticker (D, 3, A, X) affixed to the lower left corner of the top piece of mail in each bundle.

4. **Trays** – Standard Envelopes, postcards, and similarly sized items should be sorted by ZIP code and placed into mail trays. Items taller than 5-inches and/or wider than 10-inches must be sacked. Please do not use trays for large items.

5. **Piece Count** – Mail Services must be provided a total piece count (total number of pieces in the entire individual mailing) for each mailing submitted.

6. **Departmental Organization Code** – A valid UAHuntsville departmental organization code must be provided with each mailing submitted.

7. **Endorsements** – The use of endorsements (i.e., Address Correction Requested, Return Postage Guaranteed) must conform to format specifications as published by the U. S. Postal Service. Said specifications state that “if used, endorsement’s MUST be located ¼" to ½" below the return address. Endorsement’s are no longer permitted to be located below the Permit Imprint indicia.” Failure to comply with this directive will result in non-acceptance for mailing.

---

**Standard Bulk Mail Sorting & Bundling**

**Step-by-Step Instructions**

**Step # 1 – Five-Digit ZIP Code Packages/Bundles** (all five (5) digits of the destination ZIP code are identical, not to include ZIP+4)

**Example, 5-Digit Bundles**

![Example Image]

If ten (10) or more pieces of mail have the same 5-digit ZIP code, they must be bundled together separately from pieces of mail not having the same ZIP code. Once this task has been accomplished on the entire lot, cross-band the individual 5-digit bundles, and place a red “D” sticker on the top piece of mail in each bundle, lower left-hand corner. Once this step has been completed, isolate the 5-digit bundles from the remaining pieces of mail and proceed to Step #2.
**Step # 2 – Three-Digit ZIP Code Packages/Bundles** (all pieces share the same first three (3) digits of the ZIP code)

**Example, 3-Digit Bundles**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>3</th>
</tr>
</thead>
</table>

If ten (10) or more pieces of mail have the same three-digit prefix (first three digits of the ZIP code are the same, fourth and/or fifth digits are different), bundle the pieces of mail together separately from pieces of mail having a different three-digit prefix. Once this process has been completed on the entire lot, cross-band each three-digit bundle and place a green “3” sticker on the top piece of mail of each bundle, lower left-hand corner. Once this step is completed, isolate these pieces of bundled mail from any remaining pieces and proceed to Step # 3.

**Step # 3 – Area Packages/Bundles** (pieces of mail addressed to the same area as defined in USPS publication 3-Digit ZIP Code Prefix Groups for ADC Sortation, Figure MS-1)

**Example, Area Bundles**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>A</th>
</tr>
</thead>
</table>

If ten (10) or fewer remaining pieces of mail are addressed to the same area (see Figure MS-1), bundle them together separately from pieces of mail addressed to other areas. Once this sorting is completed, cross-band the bundles and affix a purple “A” sticker to the top piece of each bundle, lower left-hand corner. Isolate this mail from any remaining mail and proceed to Step # 4.

**Step # 4 – Mixed State Packages/Bundles** (none of the pieces qualify for bundling per steps 1, 2, or 3 above).

**Example, Mixed State Bundles**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>X</th>
</tr>
</thead>
</table>

(Rev. 4/08)
Bundle any remaining pieces of mail, grouped by state, together in four (4) inch bundles, placing an "X" facing slip over the top piece of mail in each bundle.

**Standard Bulk Mail Tray and Sack Preparation, General**

All Standard Bulk Mail must be sacked or placed in trays prior to acceptance by Mail Services. When individual piece size is too large for the use of trays, the mailing should be sacked. (Maximum piece size for tray use is $6\frac{3}{8}\times 11\frac{1}{2}$.) The U. S. Postal Service requires strict conformance to standards/guidelines governing the sacking of Standard Bulk Mail. To avoid delays in service, please ensure that the following criteria are met prior to submitting to Mail Services for processing.

1. **Maximum Weight Per Sack** – The U. S. Postal Service will not deliver any article exceeding 70 pounds in gross weight. This includes mailbags.

2. **Sack Size** – The Bulk Acceptance Unit, U. S. Postal Service, advises that only Number 3 sized mailbags be used in the shipment of Standard Bulk Mail. This is the most commonly used mailbag, and is easily recognizable by its size of approximately 2 feet in length.

3. **Minimum Pieces Per Sack** – Each mailbag must contain a minimum of 150 pieces in order to qualify for mailing at the discounted Standard Bulk Mail rates.

**NOTE**: The total piece count for the entire mailing must be at least 200 pieces. Trays should be used when there is insufficient volume to fill mailbags.

**Standard Bulk Mail Sacking Instructions**

**Step-by-Step Instructions**

**Step # 1 – Five-Digit ZIP Code Sacks** – If there are one or more bundles of mail comprising 125 or more pieces of mail addressed to the same 5-digit ZIP code destination, they must be placed in their own sack, separate from the remaining pieces of mail. Once this task is accomplished, prepare the labels(s) according to the example provided below, and affix to the clasp(s).
Example: 5-Digit Sack Label

<table>
<thead>
<tr>
<th>City (Destination), State (Abbreviation)</th>
<th>5-Digit ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>STD LTRS/FLATS (As Applicable)</td>
<td>NON-OCR</td>
</tr>
<tr>
<td>Huntsville, Alabama</td>
<td>35899</td>
</tr>
</tbody>
</table>

Please ensure that Step # 1 is thoroughly completed before proceeding to Step # 2.

**Step # 2 – Three-Digit ZIP Code Sacks** – If there are one or more bundles/packages of mail comprising 125 or more pieces of mail addressed to the same 3-digit prefix ZIP code destination, they must be placed in their own sack, separate from the remaining pieces of mail. The top line information to be used on the sack label can be found on the 3-Digit ZIP Code Prefix Groups chart (see Figure MS-1 or contact Mail Services for a copy). To use this chart correctly, locate the 3-digit prefix on the chart, and transcribe the information beside the number onto the sack label. Lines two and three will be the same on all sacks in the mailing. **NOTE: Do not omit “SCF” from the top line information.** (See example below.)

Example: 3-Digit Sack Label

<table>
<thead>
<tr>
<th>SCF City (Destination), State (Abbreviation)</th>
<th>3-Digit ZIP Code Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>STD LTRS/FLATS (As Applicable)</td>
<td>NON-OCR</td>
</tr>
<tr>
<td>Huntsville, Alabama</td>
<td>35899</td>
</tr>
</tbody>
</table>

Please ensure that Step # 2 is thoroughly completed before proceeding to Step # 3.

**Step # 3 – Area Sacks** – If there are one of more bundles/packages of mail comprising 125 or more pieces of mail addressed to the same destination area (defined in the 3-Digit ZIP Code Prefix Groups chart), they must be placed in their own sack or tray, separate from the remaining pieces of mail. Refer to Figure MS-1 for the areas and proper data to be transcribed onto the top and middle lines of sack labels. To use the chart, simply locate the appropriate area destination mail facility by finding the ZIP code prefix that matches your items.
Example: Area Sack Label

<table>
<thead>
<tr>
<th>BMC</th>
<th>Atlanta, GA</th>
<th>3-Digit or 5-Digit ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Code, City, and State from USPS chart)</td>
<td>Code from Chart</td>
</tr>
<tr>
<td>STD LTRS/FLATS (As Applicable)</td>
<td>NON-OCR</td>
<td></td>
</tr>
<tr>
<td>Huntsville, Alabama</td>
<td>35899</td>
<td></td>
</tr>
</tbody>
</table>

Step # 3 must be thoroughly completed before proceeding to Step # 4.

**Step # 4 – Mixed States** – All remaining bundles may now be placed in one or more sacks or trays, depending on the size and quantity of pieces, and labeled as follows:

Example: Mixed States Sack Label

<table>
<thead>
<tr>
<th>MXD</th>
<th>Birmingham, AL</th>
<th>35099</th>
</tr>
</thead>
<tbody>
<tr>
<td>STD LTRS/FLATS (As Applicable)</td>
<td>NON-OCR</td>
<td></td>
</tr>
<tr>
<td>Huntsville, Alabama</td>
<td>35899</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Trays and sacks use different size labels. Please make certain to use the proper label for each. Contact Mail Services for additional information and to obtain labels.
I. GENERAL ............................................................................................................................... 1
  I.1. OBJECTIVE ....................................................................................................................... 1
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  I.3. AUTHORITY.................................................................................................................... 1
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I. GENERAL

I.1. Objective

The primary responsibility of the UAHuntsville Copy Center is to provide the University of Alabama in Huntsville (UAHuntsville) Community with centralized state of the art printing services, which includes electronic printing, and copying services.

The UAHuntsville Copy Center is located in the Business Services Building on John Wright Drive and may be contacted by phone at 824-6383 or by email at printsvc@uah.edu.

I.2. Policy

All printing for the University Community must be submitted to the UAHuntsville Copy Center. See Section III.1, “Services,” for limitations on paper sizes for printing and copying.

I.3. Authority

The UAHuntsville Copy Center has the authority to perform all printing and copying jobs coordinated by UAHuntsville University Relations Office or the various departments. All UAHuntsville faculty, staff, and students are encouraged to use the UAHuntsville Copy Center.

I.4. Copyright Material

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse a copying order, if, in its judgment, fulfillment of the order would result in violation of copyright law.

(Rev. 4/08)
II. **HOURS OF OPERATION**

The UAHuntsville Copy Center is open from **8:00 a.m.–5:00 p.m., Monday through Friday**.

III. **SERVICES AND PRODUCTS**

III.1. **Services**

The UAHuntsville Copy Center offers the following services:

- Color copies from hard copy or disk
- Electronic publishing
- Enlarging and reducing of copies by Xerox Machine: 200%–50%
- Estimating and quoting
- Extracting and formatting of data
- High speed copying
- High volume copying
- Mail merging
  - Labeling
  - Inserting into envelopes
  - Mail sorting
  - Delivering to Mail Services
- Paper & transparency sales
- Paper sizes for printing and copying jobs range from 8½x11 to 11x17 inches; print jobs may be trimmed to smaller sizes (see section IV.2, “Completing the Form”)
- Scanning documents for archival purposes to CD
- Scanning graphics
- Scanning text for Optical Character Recognition (OCR)
- Typesetting
- Walk-in copying

**Payment**: The UAHuntsville Copy Center accepts American Express, MasterCard, and Visa. The UAHuntsville Copy Center also accepts UAHuntsville Charger Cards, which may be purchased at the University Center (UC110) and recharged at Technology Hall (TH321) or the Library.
III.2. **Finished Products**

The UAHuntsville Copy Center offers the following finished products:

- Books/Booklets
- Brochures
- Bulletins
- Course Paks
- Dissertations
- Envelopes
- Flyers
- Invitations
- Letterhead
- Manuals
- Newsletters
- Postcards
- Posters
- Resumes
- Templates
- Theses
- Tickets
- Plus others

III.3. **Estimates**

The UAHuntsville Copy Center can provide estimates for printing and copying projects. However, because project specifications often change before printing is completed, these estimates are not binding price quotes.

To obtain an estimate, bring a sample idea or copy of the project to the UAHuntsville Copy Center and talk with a customer service representative. The UAHuntsville Copy Center cannot provide accurate estimates over the telephone.

III.4. **Design**

Contact UAHuntsville University Relations Office, located in Shelbie King Hall (SKH) room 324, at 824-6040 for projects requiring graphic design.

IV. **THE PRINTING ORDER FORM**

IV.1. **Printing/Copying Procedure**

To submit a printing/copying project, users must complete a Printing Order Form (Figure CC-1), available from the UAHuntsville Copy Center. Bring the completed Form, with appropriate signatures, and the printing/copying project to the UAHuntsville Copy Center. The project may also be submitted electronically. **Submit a separate Form for each printing/copying job.**
IV.2. Completing the Form

1. **Job Number** — Do not write in this area. This number is assigned to each job by the UAHuntsville Copy Center staff.

2. **Request** — In the appropriate spaces, TYPE or PRINT the following information:
   - Date the order was submitted
   - Date requested for completion of the order (not ASAP or As Soon As Possible)
   - The name of the person ("Requested By") requesting the service or someone familiar with the project
   - The requester’s department name, telephone number, building, and room number
   - “PROOF REQUIRED” — If a proof is required, check the “Yes” box and indicate the date the proof is needed. If no proof is required, simply check “No.”

2a. **Please Deliver** — Indicate the preferred method of delivery. Check the appropriate box to indicate whether the printing order is to be delivered or picked up by the customer and if the customer wishes to be called when the order is ready.

3. **Accounting** — Indicate the organization code to which the work will be charged. Please verify that the organization code is correct and that it has sufficient funds.

   Check “Yes” or “No” to indicate whether artwork, photos, or original documents are to be returned.

4. **Job Name** — Provide a name for the print job that will be easy to remember (for identification purposes only).

5. **Paper Selection** — Indicate the type (or size), weight, and color of paper to be used. Most projects are printed on 8.5 x 11-in., 20-lb., white paper. If the project has a cover, select the type, weight, and color of paper to be used for the cover. Samples are available at the UAHuntsville Copy Center.

(Rev. 4/08)
6. **Bindery** — Indicate the desired finishing for the project by checking or circling all options that apply. Samples of the different types of binding are available at the UAHuntsville Copy Center.

- “Cut” applies when the project has multiple items on one page, such as business cards or post cards.

- “Shrink Wrap” applies if the project should be wrapped in plastic.

- “Trim to” applies when an item is smaller than 8½x11 inches (the smallest size paper used in the UAHuntsville Copy Center) and needs to be trimmed down to the appropriate size. An example would be an insert for a tri-fold brochure. Print the size needed in the blank (e.g., 3¼ x 8½ inches).

- “Fold” applies if the project requires folding. Explain the type of folding needed on the blank. For example, if the project is to be folded in half with a single fold, type or print Parallel.

- “Rubber Band” applies if the project should be contained in a rubber band.

- The “Head to Head” or “Head to Toe” options apply when you have padding, binding, or two-sided copying.

- “Tri-Fold” applies to projects requiring three folds, such as brochures or letters.

- A “GBC Spiral Bind” is the same as a 19-hole comb bind. The bind can be located on the top or the left side. A “Tape Bind” is on the left side only. Choose the type and location for your binding and circle the correct sample diagram.

- “Padding” applies when the project requires making the document into a notepad or tablet of paper. Choose the type of orientation preferred (Portrait or Landscape), choose the location for the glue (top or side), and circle the correct sample diagram.
• “Staple” applies if the project requires stapling. Circle the correct sample diagram to indicate the location of the staple(s). Saddle Stitch refers to staples down the center, as in a booklet.

• “Perforate” applies if the project requires perforation. Choose the location for the perforation (top, center, or left). Examples are tickets or bills in which a portion is torn off.

• “Drilling” applies if the project is to be printed on paper with holes along one edge. Choose the number and location for the holes and circle the correct sample diagram.

• “Other” applies for options or special instructions not provided for or covered in this area. Use the “Special Instructions” area to explain.

7. **Special Instructions** — Use this area to provide special instructions or important information (not covered elsewhere on the Form) to help the UAHuntsville Copy Center complete the project.

8. **Quick Copy** — Indicate the quantity of items to be printed.

• The “Number of Originals” refers to the number of pages contained in the original document. For example, a two-sided document printed on a single sheet of paper would contain two originals.

• The “Number of Copies” refers to the number of complete documents (or sets) needed. For example, if a requester needs 5 complete sets of a term paper containing 25 pages, then he or she would type “5” on this blank.

• “Total Copies” indicates the total number of originals to be printed by the UAHuntsville Copy Center. If 5 sets of a 25-page document are needed, as in the previous example, the requester would type “125” on this blank.

• Check the appropriate box to indicate whether copies should be printed on only one side of the paper or on both sides (front and back).
9. **Authorization** — The small print in this area informs the user of the United States Copyright Law and his or her responsibility to make sure no copyright laws have been violated.

“Dept. Head Approval” — Obtain the signature of the Budget Unit Head or other person(s) fiscally responsible for the account being charged. The UAHuntsville Copy Center requires this signature on the Printing Order Form before any print job can be accepted. No work can be completed without this authorization (see note in the “Accounting” section of the Form.)

10. **File This Job?** — Check “Yes” to have the UAHuntsville Copy Center keep a copy of the job on file for future printing requests (contingent on space availability).

11. **Date/Time Received** — Do not write in this area. The UAHuntsville Copy Center will stamp the date and time that the Printing Order Form was received.

   - “RUSH” — Check “YES” to approve an additional 20% charge for a rush order. A rush order is needed usually the same day or early the next day.

   - “OVERTIME APPROVAL” — Check “YES” and initial the blank to approve overtime charges. An overtime job is usually a big job that requires several days to run.

12. **Total Cost** — Do not write in this area. The UAHuntsville Copy Center will provide pricing for the job.

13. **Distribution** — When the Form is completed, remove the back (pink) copy of the Printing Order Form and retain for your files. Attach artwork, photos, and/or original copies to the white and yellow copies and send or deliver the Form and attachments to the UAHuntsville Copy Center for processing. Refer to the Job Number at the top of the Form when calling the UAHuntsville Copy Center for information about the order.

V. **PROOFING AND APPROVING DOCUMENTS**

The UAHuntsville Copy Center permits and encourages customers to review proofs of their documents before final printing. **Proofs must be reviewed in the**
Business Services Building and cannot be taken from the building. Use the Printing Order Form to request a review of proofs.

VI. STATUS AND NOTIFICATION

VI.1. Status
If a customer calls the UAHuntsville Copy Center (824-6383) for the status of a project, he or she must provide the following information:

- Department name under which the project was submitted
- Job Number from the Printing Order Form
- Responsible individual’s (requester’s) name
- Account number under which the project was submitted
- Brief description
- The caller’s name (if different from the responsible individual) and telephone number

VI.2. Notification of Completion
A customer can request that the UAHuntsville Copy Center call when the project is completed. To request this service, check the box “Call When Ready” on the Printing Order Form (be sure to include a valid telephone number or campus extension).

VII. UNIVERSITY FORMS
All University departments can obtain most University Forms from the UAHuntsville Copy Center. To order these forms:

1. Write the name and quantity of forms needed in the “Special Instructions” area of the Printing Order Form.
2. Submit the completed Form to the UAHuntsville Copy Center.

Forms may be picked up at the UAHuntsville Copy Center; delivery is available on request during routine daily deliveries. See Figure CC-2, University Forms Price List, for pricing information.
List of Figures

FIGURE CC-1 . . . . . . . . . Printing Order Form
FIGURE CC-2 . . . . . . . . . University Forms Price List
## Printing Order Form

### Details
- **Job Number**: 50289
- **Date/Time Received**: 
- **Authorized Signature**: 
- **Authorization Signature Area**: Located on bottom of this page. No work can be completed with out authorization.

### Information

<table>
<thead>
<tr>
<th>Request</th>
<th>Job Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paper Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Size</td>
</tr>
<tr>
<td>Paper Weight</td>
</tr>
<tr>
<td>Paper Color</td>
</tr>
<tr>
<td>Cover Size</td>
</tr>
<tr>
<td>Cover Weight</td>
</tr>
<tr>
<td>Cover Color</td>
</tr>
</tbody>
</table>

### Bindery

- **Cut**: 
- **Trim to**: 
- **Head to Head**: 
- **Head to Toe**: 
- **Tri-Fold**:
- **GBC Spiral Bind**:
- **Tape Bind**:
- **Shrink Wrap**:
- **Fold**:
- **Special Instructions**:
- **Rubber Band**:
- **Padding**:
- **Staple**:

### Special Instructions

- **Perforate (Not done in house)**:
- **Drilling**:

### Number of Originals

<table>
<thead>
<tr>
<th>Number of Originals</th>
<th>Number of Copies</th>
<th>Total Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Quick Copy

- **Copy One Sided**:
- **Copy Two Sided**:

**Note**: SHARP CLEAN ORIGINALS REQUIRED
PLEASE REMOVE ALL STAPLES FROM ORIGINALS

### Authorization

- **Dept. Head Approval**: 
- **Date**: 

### Finishing

- **Cut**:
- **Bind**:
- **Fold**:
- **Tabbed**:
- **Labeled**:
- **Inserted**:
- **Shrink Wrap**:

### Sub-Total

**Total Cost**: 

**Priced By**: 

**White - UAH Yellow - Billing**

**Pink - Customer**

(Rev. 4/08)
<table>
<thead>
<tr>
<th>DESCRIPTION OF FORM</th>
<th>PRICE PER FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Recruitment Plan Form</td>
<td>$0.30</td>
</tr>
<tr>
<td>Affirmative Action Card</td>
<td>$0.30</td>
</tr>
<tr>
<td>Application for Tuition Assistance</td>
<td>$0.30</td>
</tr>
<tr>
<td>Authorization to Recruit Academic Personnel</td>
<td>$0.40</td>
</tr>
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<tr>
<td>Authorization for Official Travel (Pad of 50)</td>
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<td>Campus Maps</td>
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<td>Transfer Authorization: Food, Catering, &amp; Lodging</td>
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(Rev. 4/08)
I. GENERAL

I.1. Objective

The primary responsibility of the UAHuntsville Copy Center is to provide the University of Alabama in Huntsville (UAHuntsville) Community with state-of-the-art copy machines and the following services:

- Centralized copy machine services
- Streamlined copy machine maintenance and repair
- Enhanced purchasing strength
- Managed inventory levels
- Controlled and uniform pricing for copy machine supplies

The UAHuntsville Copy Center has copy machines in every building on campus. The UAHuntsville Copy Center is located in the Business Services Building (BSB 112) on John Wright Drive and may be contacted by phone at 824-6383 or by email at printsvc@uah.edu.

I.2. Policy

The policy of the UAHuntsville Copy Center is to provide copying equipment to the UAHuntsville Community. All requests must be submitted to the UAHuntsville Copy Center at the Business Services Building. Departments requesting this service must assign one individual per copy machine in the department to serve as “key operator” for that machine.

I.3. Authority

The UAHuntsville Copy Center has the sole authority to place, monitor, and maintain all copying equipment on the UAHuntsville campus. All faculty, staff, and students can use the copy machines through an individual account or by purchasing a Charger Card.

II. SERVICES

II.1. Copy Machine Services

- Maintenance
- Repairs
- Supplies (e.g., ink cartridges, paper) stocked and delivered
- Training for key operators and departmental staff

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II.2. Charger Card Reader Services

- Maintenance
- Repairs

III. KEY OPERATORS

III.1. Training

Each copy machine provided by the UAHuntsville Copy Center is assigned one individual to be the key operator for that machine. Key operators are trained by the Copy Center and Xerox Services Account Associates to:

- Operate the copy machine
- Clear paper jams
- Load paper into the copy machine
- Load dry ink cartridges into the copy machine

The Copy Center and Xerox Account Associates update the key operators’ training every three to four months.

III.2. Reporting Copy Machine Malfunctions

The key operator should report all copy machine malfunctions immediately to the UAHuntsville Copy Center at 824-6383 or printsvc@uah.edu. A representative will discuss the machine’s problem with the key operator and will make the necessary arrangements for repair. Depending on the problem and the work load, most repair services have an approximate four- to eight-hour turnaround time.

III.3. Notifying Key Operators

The key operator’s name, location, and phone number are posted over his or her assigned copy machine. When a user experiences problems with a copy machine, the user shall notify the key operator. If the key operator is not trained to handle the copy machine’s particular problem, he or she should notify the UAHuntsville Copy Center. The Copy Center will arrange for repairs.
III.4. Maintaining Copy Supply Inventory

The key operator is responsible for monitoring the copy machine’s supply inventory at the copy machine site. The key operator must ensure the availability of adequate supplies of copier paper and dry ink cartridges. When new supplies are needed, the key operator must contact the UAHuntsville Copy Center at 824-6383 or printsvc@uah.edu. Supplies will be delivered to the key operator.

NOTE: Key operators should not wait until completely out of supplies before ordering new supplies through the UAHuntsville Copy Center. The UAHuntsville Copy Center makes every effort to deliver supplies promptly. Delivery time, however, can be delayed one or two days by the Site Management Personnel’s workload.

NOTE: Beware of “Toner Foners” who claim to be calling from Xerox. They will try to sell you dry ink cartridges. As a reminder: ORDER SUPPLIES ONLY THROUGH THE UAHUNTSVILLE COPY CENTER.

III.5. Monitoring Paper Usage

The UAHuntsville Copy Center provides copier paper for use only in copy machines. The cost of the paper is covered by the monthly copy machine billing charges. To check against excess copier paper use, the Copy Center compares the number of copies made each month against the amount of paper ordered for the copy machine.

When copier paper is needed for office use other than copying, please submit an order on the Printing Order Form. The Copy Center will bill separately for this paper.

III.6. Changing Key Operators

When a key operator in a department leaves the position, the department is responsible for contacting the UAHuntsville Copy Center. The department may assign a new key operator, or the Copy Center will locate a volunteer to fill the position. Once a new key operator has been identified, the Copy Center will arrange for training on the copy machine for which he or she will be responsible.
IV. MONTHLY BILLING

A Xerox Account Associate takes meter readings each month to determine the number of copies made on each copy machine during the billing period. The corresponding organization codes are billed for the appropriate number of copies. Billing is entered at the end of each month.

V. INDIVIDUAL ACCESS CODES

V.1. Requesting an Access Code

UAHuntsville faculty and staff may request a personal access code for use on a specific copy machine. The designated copy machine will be programmed to accept the access code. All copies made on the copy machine using this access code will be billed to an individual account.

To request this service, contact the UAHuntsville Copy Center at 824-6383 or printsvc@uah.edu. The user must have a valid departmental account number that can be billed. The user can either request a specific 5-digit access code or the Copy Center will assign a random code. The user can submit a request to change the access code at any time.

NOTE: To maintain security, you are strongly urged to change your access code periodically.

V.2. Individual Account Billing

A Xerox Account Associate reviews the copy machine’s usage each month and determines the number of copies made using the access code. These copies are then billed to the appropriate individual account. See Section IV, “Monthly Billing.”

VI. CHARGER CARDS

VI.1. Purchasing Charger Cards

Charger Cards (student ID cards) can be used at most copy machines throughout campus and at the UAHuntsville Copy Center. Charger Cards are available at the University Center, Room 110. A flex account funded by the user must be established prior to using the card readers. Charger Cards for departmental use and non-student cards are also available. The copy machines will subtract $0.06 for each copy made. The cards may be recharged at Technology Hall, Room 321, or at the Library.

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VI.2. Instructions for Using Charger Cards

1. Insert the Charger Card in the reader slot with the photo facing to the left.

2. Starting at the top, slide the card down until it stops. DO NOT REMOVE the card.

3. The reader will display a message indicating the dollar amount available on the card.

4. Place your original on the copy machine glass. Set the controls for the correct number of copies, paper tray, etc.

   NOTE: Be aware that if you select duplex mode, the copy machine will copy both sides of the page and charge you $0.06 for each side copied.

5. Press the START key on the copy machine.

6. The card reader will display both the number of copies made and the total charge for the transaction.

7. When finished, press the white button to remove your card from the reader.

8. Your account is immediately debited for the copies you have made. Remember to remove your original document from the copy machine.
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I. GENERAL

I.1. Objective

The primary responsibility of Telecommunication Services is to provide the University of Alabama in Huntsville (UAHuntsville) Community with various voice and data telecommunication services. Telecommunication Services' goals are:

- Carry out uniform procedures for efficient, expeditious completion of service orders
- Perform effective cost allocation and billing procedures
- Maintain all UAHuntsville telecommunications equipment

Telecommunication Services is located inside the Business Services Building on John Wright Drive and may be contacted at 824-6129.

I.2. Policy

Telecommunication Services coordinates all telecommunication service orders. Departments should contact Telecommunication Services to request service and report problems.

Departments should not contact vendors or perform their own telephone wiring. Only the vendor(s) under University contract may perform wiring for telecommunication equipment and services.

NOTE: Vendors can only complete telecommunication service orders that have been processed through Telecommunication Services and have proper signature approval.

I.3. Authority

Telecommunication Services has sole authority to contact telecommunication vendors for service orders and repairs.

I.4. Telephone Equipment

UAHuntsville currently uses the following telephone equipment:

- Non-digital (analog)
- Northern Telecom Meridian (digital)
- Meridian Mail Voice Messaging System

Departments wishing to update their telephone equipment should contact Telecommunication Services for more information.

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II. WORK REQUESTS

II.1. Procedure

Service orders, or work requests, should be submitted on the Telecommunications Department Work Request Form (Figure TS-1), available from the Business Services’ website (http://www.uah.edu/admin/bussvcs) under “Forms” or from Telecommunication Services personnel. Use the Work Request Form to make Moves, Adds, and Changes (MACs) to existing lines and equipment or to install new equipment. Also use the Work Request Form to add or change the following:

- Voice Mail
- Features and programming
- Long distance restrictions
- Corporate calling cards
- Pagers

After completing the Work Request Form, verify that sufficient funds are available in the account indicated at the top of the form, and then submit the Work Request to Telecommunication Services.

II.2. Completing the Work Request

To process Work Requests as expeditiously as possible, departments must provide the following information. If more space is needed, attach additional sheets and write or type “As per attachment” on the Work Request.

1. **Contact Person** — Enter the name of the individual who can answer questions about the Work Request or who can show the technician the location of the equipment to be serviced or installed.

2. **Date Prepared** — Enter the date when the Work Request is initiated.

3. **Telephone / Extension** — Enter the telephone number and extension of the contact person.

4. **Department** — Enter the name of the department requesting the work.
Date Required — Enter the date for work to be completed (see Section II.3, “Time Frame,” to estimate the time needed to complete the request).

5. **Approved by** — Obtain signature authorization of the Budget Unit Head or other person(s) having authority for the account being charged.

**Acct# and Acct Name** — Enter the account number / organization code to which the work is to be charged. Please verify that the organization code is correct.

6. **New Service … Other** — Check the box for the type of work being requested, whether new service, move, change, repair, disconnect, or other. Please enter a description on the blank.

7. **Analog … Voice Mail** — Check the type of equipment to which this Work Request is referring:
   - Analog (Fax, Modem, etc.)
   - M3902
   - M3903
   - M3904
   - Other (specify type on the blank)
   - Add-on Module
   - Voice Mail

8. **Phone restrictions** — Check the appropriate box to change restrictions on existing service or to indicate restrictions on new service.

9. **Additional Items** — Use this area to add or change voice mail service, pager service, or calling cards.
   - Voice Mail — Check the appropriate box to add voice mail service, reset voice mail password, or add the auto log-on procedure.
   - Pager — For pager service, specify type of pager (alpha-numeric or digital) and the coverage area required.
   - Calling Card — Check whether you want an AT&T or ATTNet (Alabama Tandem Telecommunications Network) calling card.

10. **Description of work being requested** — Provide a brief description of the work to be completed. Attach additional sheets as necessary.

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II.3. **Time Frame**

The usual time frame for completing a Work Request depends on the type of service or equipment. Work Requests may take up to thirty days; trouble tickets will be processed as soon as they are received but could take up to five working days.

II.4. **Trouble Reporting**

Report equipment trouble to Telecommunication Services at 824-6129. Equipment includes phone sets, lines, modems, headsets, and phone jacks. Also report trouble with ATTNet, long distance, or local service directly to Telecommunication Services.

III. **MONTHLY STATEMENTS**

III.1. **Departmental Monthly Printout**

Each department will receive a Departmental Monthly Printout (DMP) of telephone charges. Because of the billing system, the DMP is always one month in arrears. For example, in March, each department receives its monthly printout for February.

Please review the Departmental Monthly Printout each month; if any questions or discrepancies arise concerning the monthly review, please contact Telecommunication Services no later than 14 business days from the billing statement date. Departments can only request credits for the current fiscal year. Departments must submit phone bill credit requests in writing to Telecommunication Services.

DMPs are mailed to the department head or the budget analyst each month. Please submit any mailing address changes on a memorandum to Telecommunication Services.

III.2. **Account Changes**

When a department needs to change organization codes for monthly departmental telephone charges (e.g., telephone equipment, calling cards, pagers), submit a departmental memorandum to Telecommunication Services. Indicate on the memorandum the month for which the account change is to be effective.

For account changes on current DMPs, submit a Transfer Authorization Form to Accounting.

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III.3. **Budget Account Statement**

The monthly Budget Account Statement will reflect telephone charges that appeared on the previous Departmental Monthly Printout. For example, each department receives a DMP of February telephone charges in March; the totals of the February charges, listed by organization codes, will appear on the March Budget Account Statement.

Please verify that the total telephone charges on the monthly Budget Account Statement match the total telephone charges on the previous DMP. If any changes in organization codes or discrepancies are found notify Telecommunication Services immediately.

III.4. **Year-End Closings**

Because the Departmental Monthly Printouts are one month in arrears, the DMPs for the fiscal year will begin in September and end in August.

**IV. DIRECTORIES**

IV.1. **Huntsville**

AT&T Huntsville Directories are distributed annually to each department by Central Receiving. Central Receiving will announce by email or publication in *Insights* when new editions are available. Requests for new directories should be made to Central Receiving on the Huntsville City / Campus Telephone Directory Form, available from Central Receiving or on the Business Services' website (http://www.uah.edu/admin/bussvcs) under “Forms.” For further information refer to the Central Receiving Policies and Procedures Manual, Section V, “Telephone Directory.”

Telecommunication Services will distribute a memorandum annually to department telephone coordinators to update their Huntsville Directory listings. AT&T charges a fee for each departmental listing in bold type in the Huntsville Directory.

IV.2. **Foreign (Out-of-Town)**

Departments should submit a memorandum to request foreign (out-of-town) directories. Include the following information on the memorandum:

- City and state
- Number of copies
- Organization code to be charged

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IV.3. UAHuntsville Faculty, Staff, & Students

UAHuntsville Faculty, Staff, and Student Directories are distributed annually to each department by University Relations. Each Faculty and Staff member will receive one directory during the annual distribution. University Relations will individually label directories and Mail Services will perform the initial distribution. Requests for new directories should be made to University Relations by phone 824-6414. University Relations will arrange for distribution of additional directories as needed.

V. PAGERS AND CALLING CARDS

V.1. Pagers

NEW

An employee wishing to acquire a pager should contact his or her department telephone coordinator. The department telephone coordinator should complete a Work Request Form as explained in Section II, “Work Requests.” Use the “Additional Items” area to request new pager service.

TERMINATION

When an employee terminates from UAHuntsville, he or she should turn in pagers to his or her department telephone coordinator prior to termination date. Department telephone coordinators should collect all pagers from terminating employees prior to departure and return them to Telecommunication Services for deactivation.

TRANSFER

Any employee possessing a pager and transferring to a different department on campus should immediately notify his or her department telephone coordinator. A transferring employee who elects to retain his or her pager must have the Budget Account Coordinator from the new department approve a Pager Transfer Form (Figure TS-2) and then return it to his or her current Budget Account Coordinator for processing.

LOST OR STOLEN PAGERS

An employee who has a lost or stolen pager should immediately notify his or her department telephone coordinator. The department telephone coordinator should immediately notify Telecommunication
Services. Departments will be charged $25 for lost or stolen analog pagers and $50 for lost or stolen digital pagers.

V.2. Calling Cards

NEW

An employee wishing to acquire a calling card should contact his or her department telephone coordinator. The department telephone coordinator should complete a Work Request Form as explained in Section II, “Work Requests.” Use the “Additional Items” area to request new calling cards.

TERMINATION

When an employee terminates from UAHuntsville, he or she should turn in all calling cards to his or her department telephone coordinator prior to termination date. Department telephone coordinators should collect all calling cards from terminating employees prior to departure and return them to Telecommunication Services for cancellation.

TRANSFER

Any employee possessing calling cards and transferring to a different department on campus should immediately notify his or her department telephone coordinator. A transferring employee who elects to retain his or her calling card must have the Budget Account Coordinator from the new department approve a Calling Card Transfer Form (Figure TS-3) before a transfer of the calling cards can occur. The approved form will be returned to the current Budget Account Coordinator for processing.

LOST OR STOLEN CALLING CARDS

An employee who has a lost or stolen calling card should immediately notify his or her department telephone coordinator. The department telephone coordinator should immediately notify Telecommunication Services.

V.3. Wireless Communication Device

POLICY

The policy provides a wireless communication supplement to eligible employees. Employees may use the service provider of their choice. However, they must agree to make the number available to the University and also pay the amount due to the service provider. This policy provides a taxable supplement for expenses incurred while conducting University business, giving the employee flexibility to

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choose a communication device and service provider that best meets their needs.

**GUIDELINES / PROCEDURES:**

Employees desiring a wireless communication device supplement must comply with the following procedures:

A. **Application.** If an employee’s job duties require spending considerable time away from their office or work area or require them to be accessible outside of normal working hours, he/she may apply for a wireless communication device supplement with approval by the employee’s supervisor and the appropriate vice president. Approval of the supplement shall remain in effect until terminated pursuant to the terms of this policy. A wireless communication supplement is not an entitlement and may be changed or withdrawn by the University at any time.

B. **Amount of Supplement.** The amount of the supplement is established as a maximum of $45 per month for voice and $95 for voice and data service. These amounts will be reviewed annually and revised as warranted.

No more frequently than every twelve months, an employee may request a wireless communication equipment supplement. Upon approval of such request and submission of an invoice showing the date of purchase and purchase price of the equipment, the employee shall receive a lump sum reimbursement of eighty percent (80%) of the cost of a new wireless communication device, not to exceed five hundred dollars ($500).

C. **Payment of Supplement.** The wireless communication device supplement shall be paid to the employee on a bi-weekly basis as part of the employee’s bi-weekly compensation. The supplement is a taxable fringe benefit and is subject to withholding requirements. The supplement is not an increase in base pay and will not be included in calculations of percentage increases in pay, retirement contributions, or other similar calculations.

D. **Contracting for Services.** Employees who receive approval for a wireless communication device supplement are responsible for selecting and contracting with a service provider in their own name for approved voice service, data service, and wireless communication equipment. The employee must retain an active service provider contract as
E. **Use of Equipment.** Because the employee owns the equipment personally and the supplement is provided as taxable income, the employee may use the communication device for both business and personal purposes. Maintenance and service of the equipment is the personal responsibility of the employee. Use of the equipment in any manner contrary to local, state, or federal law will result in termination of the wireless communication device supplement.

F. **Contract Changes.** The employee shall bear the cost of any service provider contract termination fees if the contract is terminated at the election of the employee or due to a violation of this policy by the employee. The University shall bear such costs in the event the termination of the employee’s service provider contract is required due to a change in University policy or other reason unrelated to the employee’s violation of this policy.

G. **University Email Service.** Computer and Network Services have developed procedures to configure your device to check email on the campus system. These procedures can be accessed at http://www.uah.edu/admin/helpdesk. The helpdesk email address is helpdesk@uah.edu.

H. **Ownership.** If the employee discontinues employment with the University, he/she will retain ownership of their wireless device.

I. **Infrequent Use of Personal Cell Phone.** If an employee is not eligible for a wireless communication device or supplement, or chooses not to apply for a device or a supplement, business-related calls made on personal cell phones may be reimbursed by the University under certain circumstances. If the employee uses a personal cell phone to make business-related calls, the cost of such calls may be reimbursed if the business-related calls cause the individual to exceed the number of minutes included in his or her personal calling plan. A reimbursement form showing any such excess charges attributable to business-related calls

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may be submitted, with appropriate documentation, to the Office of Accounting and Financial Reporting.

The *Wireless Communication Device Supplement* (Figure TS-4) is available on the Business Services website ([http://www.uah.edu/admin/purchasing/bsindex.htm](http://www.uah.edu/admin/purchasing/bsindex.htm)) under Forms or from Telecommunication Services personnel.

### VI. DIALING INFORMATION

#### VI.1. Local Calls

For on-campus calls simply dial the last four digits of the telephone number. For off-campus calls press 9 before dialing the telephone number. See Table TS-1 for a quick guide.

**Table TS-1, Local Calls**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Dial</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus</td>
<td>On-campus</td>
<td>Last 4 digits of the 7-digit telephone number</td>
</tr>
<tr>
<td>On-campus</td>
<td>Local, Off-campus*</td>
<td>9 + 7-digit telephone number</td>
</tr>
</tbody>
</table>

*The University subscribes to area calling. Calls to Decatur and Athens are made as local calls.

#### VI.2. Emergency

For emergency calls, dial 911.

Campus Police-6911 or 6596

#### VI.3. Directory Assistance

- On-campus (No charge): 1001
- Alabama (No Charge): 8 + 1 + 334 + 555-1212
- Long distance (No Charge): 8 + 1 + area code + 555-1212

#### VI.4. ATTNet

ATTNet service should be restricted for official state business only. **Use email as much as possible to keep ATTNet costs to a minimum.** Only Alabama state offices have ATTNet prefixes. However, “8 +” lines are available for other official business, both in-state and out-of-state. It is available for international use only with an ATTNet calling card. Each department is responsible for restricting “8 +” calls from potential unauthorized users.

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For all ATTNet (in- and out-of-state) calls, dial 8 + 1 + area code + 7-digit telephone number.

VI.5. Long Distance

**FACULTY AND STAFF**

Long distance calls made by faculty and staff are charged directly to departmental telephone numbers. Faculty and staff should use the ATTNet whenever possible for business calls.

**STUDENTS**

Students in University Housing should charge long distance calls to their personal calling cards.

- **Direct dial calls:** 9 + 1 + area code + 7-digit telephone number
- **Person-to-person:** 9 + 0 + area code + 7-digit telephone number
- **International calls:** 9 + 011 + country code + city code + telephone number

VII. TELEPHONE PROCEDURES

VII.1. Transferring Incoming, Off-campus Calls

To transfer an incoming, off-campus call to another on-campus number:

1. Inform caller of transfer.
2. Depress transfer button once to place caller on hold.
3. Dial four-digit extension number.
4. Listen for call to ring through and press connect button.
5. Hang up.

VII.2. Conference Calling

Conference Calling allows a third party to be added to an existing call. It provides both consultation and add-on capabilities. For example, one party may exclude the other party on an existing call, dial a third party, and consult privately. Then the excluded party can be added-on again to form a three-way call.

Some users can set up a conference call for as many as six people (including the user). Contact Telecommunication Services to determine the maximum number of people the system allows on a conference call.

(Rev. 4/08)
To add parties:

1. Press the Conference Key while on a call. The other party will be on hold, and you will hear a dial tone.

2. Dial the number of the person being added to the conference.

3. If calling on an M3903 or M3094, press the Swap Key to switch between the original party and the new party.

4. Press the Connect Key to complete the conference.

5. Repeat steps 2 and 4 for additional parties until all parties are added on to the conference.

6. If the person is unavailable, press the Goodbye Key. Press the Line Key (DN) to return to the original call.

VII.3 Voice Mail Instructions

Please see Table TS-2, Summary of Voice Mail Instructions, for a quick reference guide, or refer to the more detailed instructions below.

ACCESSING

Users can access their Voice Mail from any telephone at UAHuntsville by dialing 2000. To access voice mail from any off-campus phone dial 824-2000. Your mailbox number is the same as your extension (i.e., if your telephone number is 824-7551, your mailbox number is 7551). Change your password by pressing 8* and following the prompts.

MESSAGES

Most telephones on campus have a message waiting indicator light. Single line telephones have a broken dial tone signifying that you have a message. Once voice mail is accessed, the system provides brief information about the messages. To hear the messages, press 2. Press 2 again to repeat the messages. To delete a message after hearing it, press 76. To log off the system, press 83. Do not just hang up unless you are unable to use 83. In that case, simply hang up the receiver.

NOTE: To help preserve system integrity and storage capability, delete your messages immediately after listening to them. Do NOT use voice mail as a “file cabinet” for storing messages. If you do not delete a message yourself, after five days the system will delete it for you.
GREETINGS

To record internal and external greetings, access the system and press 8*. At the prompt, press 2 to record a greeting. Then press either 1 for external greeting or 2 for internal greeting. To begin recording, press 5; to end the recording press #. A suggested greeting is: “Hello, this is John Smith. I’m either away from my desk or on the phone right now. At the tone, please leave a message.” If you are on the phone or away from the desk and receive a call, the call now will “hunt” to your voice mail, and the caller will receive your message. (You do not have call waiting.)

NOTE: When you delete a message and log off the voice mail system, the message cannot be restored—it’s gone forever.

EXPRESS MESSAGING

Use express messaging to leave a message for someone without talking to them. This procedure can also be used to “transfer” a call directly into someone else’s voice mail. To send a message using express messaging:

1. Obtain dial tone and enter the digits 2001.
2. When the system prompts you for the mailbox, enter the mailbox number to which you want to send the message. End the number with the # key. (The “#” is similar to the return key.) Example: 7551# will send the message to extension 7551.

NOTE: The person receiving the message must have UAHuntsville voice mail.

TRANSFER

To transfer a caller straight to another user’s mailbox:

1. Press the transfer button.
2. Enter the digits 2001.
3. At the prompt, enter the mailbox number (i.e., extension) and press #.
4. Immediately press the transfer button again to move the caller to the requested mailbox.

NOTE: UAHuntsville does not use name addressing.
**SKIP GREETING**

When someone’s voice mail picks up and you want to skip their greeting, press the # key and leave your message.

**PAUSE**

When listening to a voice mail message that you have received, press the # key to pause the message. To have it begin playing again where you paused it, press 2.

**VOICE SPEED**

To speed up a slow voice mail message, press 23. The person will talk faster but will be understandable. For slower playback, press 21.

**FORWARDING A MESSAGE**

To forward a message for someone else:

1. After you have listened to the message, press 73. (The system will prompt you.)
2. Enter the mailbox number to which you want to send the message. You can send it to more than one mailbox. Be sure to end each mailbox request with #. After the last mailbox request, press # again.
3. You may record a greeting with the message. To do this, press 5 to begin recording and # to end recording.
4. Press 79 to send the message. A copy of what you just did will appear in your mailbox. You can delete it, since it only verifies that the message was sent.

**REPLYING**

To reply to a message, both parties must subscribe to the UAHuntsville voice mail system.

1. Press 71 to begin the reply.
2. Press 5 when you are ready to record. After the tone, record your message. Then press # to end recording.
3. Press 79 to send the reply.

**CALLING THE SENDER**

To use this feature, both parties must subscribe to the UAHuntsville voice mail system. If you listen to a message and need to call the sender back immediately, press 9 after listening to the message.

(Rev. 4/08)
**TAGGING A MESSAGE**

You have two options, urgent and private tags. If you are calling within UAHuntsville, from mailbox to mailbox, you may request an acknowledgement that your message has been received. To tag a message (after recording it) press # and 70.

- For urgent delivery, press 1.
- For private delivery, press 4.
- For acknowledgement, press 5.

To send the message, press 79.

**ASSISTANCE**

For help while using voice messaging, press:

* General help
7* Message command help
8* Mailbox command help

*NOTE*: If having trouble hearing the caller’s voice on the speakerphone, press the mute button to disable the microphone. The microphone overrides the speaker and causes the voice to fade in and out.
Table TS-2, Summary of Voice Mail Instructions

<table>
<thead>
<tr>
<th>Function/Feature</th>
<th>Procedure/Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailbox Number</td>
<td>Same as your extension.</td>
</tr>
<tr>
<td>To Change Password</td>
<td>Press 8* and follow prompts.</td>
</tr>
<tr>
<td>Message Indicator</td>
<td>A broken dial tone (on single line phones).</td>
</tr>
<tr>
<td>To Play Messages</td>
<td>Press 2.</td>
</tr>
<tr>
<td>To Repeat Messages</td>
<td>Press 2 again.</td>
</tr>
<tr>
<td>To Delete a Message</td>
<td>Press 76.</td>
</tr>
<tr>
<td>To Log off the System</td>
<td>Press 83.</td>
</tr>
<tr>
<td>To Record Greetings</td>
<td>Press 8*. After the prompt, press 2. Press 1 for external greeting or 2 for internal greeting. Press 5 to start recording your message. Press # to end the recording.</td>
</tr>
<tr>
<td>Read Message Retention</td>
<td>Five days</td>
</tr>
<tr>
<td>Express Messaging</td>
<td>Press 2001. Enter mailbox number and #.</td>
</tr>
<tr>
<td>Skip Greeting</td>
<td>Press # when voice mail answers and leave message.</td>
</tr>
<tr>
<td>Pause</td>
<td>Press # to pause. Press 2 to begin playing where you paused it.</td>
</tr>
<tr>
<td>Forwarding a Message</td>
<td>Press 73. Enter mailbox number and #. Repeat for each mailbox. Press # again.</td>
</tr>
<tr>
<td>Calling the Sender</td>
<td>Press 9 after listening to the message.</td>
</tr>
<tr>
<td>Tagging a Message</td>
<td>After recording a message, press 70. Press 1 for urgent, 4 for private, or 5 for acknowledgement. Press 79.</td>
</tr>
</tbody>
</table>
## VIII. GLOSSARY

<table>
<thead>
<tr>
<th><strong>Add-on Module</strong></th>
<th>Extension box equipment for the M3904 telephone with programmable keys for additional numbers.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alabama Area Calling Service (AACS)</strong></td>
<td>Extends the University’s local service to locations that previously were long distance (such as Decatur and Athens); dial 9 + 7-digit telephone number.</td>
</tr>
<tr>
<td><strong>Alabama Tandem Telecommunications Network (ATTNet)</strong></td>
<td>The state-owned telephone network for use by all state agencies; a call placed on ATTNet does not travel on any public switched network circuits.</td>
</tr>
<tr>
<td><strong>Analog Equipment</strong></td>
<td>A non-digital, non-expandable telephone unit that has few central office capabilities.</td>
</tr>
<tr>
<td><strong>AT &amp; T</strong></td>
<td>Provides telecommunication services to UAHuntsville.</td>
</tr>
<tr>
<td><strong>Auto Dial</strong></td>
<td>This feature allows the user to press a feature key (Auto Dial) to automatically dial a specific telephone number.</td>
</tr>
<tr>
<td><strong>Busy Lamp Field (BLF)</strong></td>
<td>A panel of Liquid Crystal Diode (LCD) indicator lights on the telephone that indicates which telephones in the office are in use.</td>
</tr>
<tr>
<td><strong>Call Forward</strong></td>
<td>This feature allows the user to direct calls to ring at another line (DN).</td>
</tr>
<tr>
<td><strong>Call Log</strong></td>
<td>Records the name and number of incoming and outgoing calls; generates a Callers List for incoming calls and a Redial List for outgoing calls.</td>
</tr>
<tr>
<td><strong>Call Pickup</strong></td>
<td>This feature allows the user to pick up a call from any telephone in the same pickup group.</td>
</tr>
<tr>
<td><strong>Call Waiting</strong></td>
<td>This feature allows the user to put the current call on hold while answering a new incoming call.</td>
</tr>
<tr>
<td><strong>Carrier</strong></td>
<td>A company that provides telecommunication service, such as BellSouth or AT&amp;T.</td>
</tr>
<tr>
<td><strong>Circular Hunting</strong></td>
<td>This feature rolls calls to a busy line over to the next available line.</td>
</tr>
<tr>
<td><strong>Conference Calling</strong></td>
<td>This feature enables three or more conversations at separate locations to be connected to one another at the same time.</td>
</tr>
</tbody>
</table>

(Rev. 4/08)
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Talk</td>
<td>Occurs when conversation from a party other than the intended party is heard in the background of an established call.</td>
</tr>
<tr>
<td>Cut Off</td>
<td>The involuntary disconnection of a call in progress.</td>
</tr>
<tr>
<td>Group Listening</td>
<td>A feature that allows others to listen to a call through the speaker while the user speaks through the handset.</td>
</tr>
<tr>
<td>Hunting</td>
<td>A feature in which calls made to a busy number will automatically transfer to another number; also known as “rolling over.”</td>
</tr>
<tr>
<td>Interstate Call</td>
<td>A telephone call, routed long-distance, that goes out-of-state (i.e., city to city between different states).</td>
</tr>
<tr>
<td>Intrastate Call</td>
<td>A telephone call, routed long-distance, that stays within Alabama (i.e., city to city within Alabama).</td>
</tr>
<tr>
<td>Jack</td>
<td>The termination point for a voice or data line; various types of service require different types of jacks.</td>
</tr>
<tr>
<td>Line</td>
<td>The wire, cable, or fiber that carries a signal.</td>
</tr>
<tr>
<td>M3902</td>
<td>Northern Telecom Meridian Digital Telephone equipped with one line (DN) and three programmable feature keys (self-labeled).</td>
</tr>
<tr>
<td>M3903</td>
<td>Northern Telecom Meridian Digital Telephone equipped with two programmable line (DN)/feature keys (self-labeled) with two features or lines (DNs) configured on each key. Also has four context sensitive soft keys (self-labeled).</td>
</tr>
<tr>
<td>M3904</td>
<td>Northern Telecom Meridian Digital Telephone equipped with six programmable line (DN)/feature keys (self-labeled) with two features or lines (DNs) configured on each key. Also has four context sensitive soft keys (self-labeled).</td>
</tr>
<tr>
<td>MACs</td>
<td>Moves, Adds, and Changes</td>
</tr>
<tr>
<td>Network</td>
<td>An organization of stations capable of intercommunications but not necessarily on the same channel, or a combination of terminals and circuits in which transmission facilities directly interconnect the users.</td>
</tr>
<tr>
<td>Options List</td>
<td>Allows the user to customize certain characteristics of his or her telephone (e.g., language, screen contrast, volume adjustment).</td>
</tr>
<tr>
<td>Sequential Hunting</td>
<td>This feature rolls over calls to a busy line to the next available line in a pre-designated sequence.</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Speed Call or Autodial</td>
<td>This feature allows the user to automatically dial frequently called numbers by entering a one-, two-, or three-digit code.</td>
</tr>
<tr>
<td>Voice Messaging</td>
<td>The Voice Messaging Control Screen allows the user to send commands while connected to the voice messaging system using the soft keys instead of the dial pad.</td>
</tr>
</tbody>
</table>
TELECOMMUNICATION SERVICES ATTACHMENTS

List of Figures

FIGURE TS-1 . . . . . Work Request Form
FIGURE TS-2 . . . . . Pager Transfer Form
FIGURE TS-3 . . . . . Calling Card Transfer Form
FIGURE TS-4 . . . . . Wireless Communication Device Supplement Request Form
**Customer Information**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td>Date Prepared</td>
</tr>
<tr>
<td>Telephone</td>
<td>Extension</td>
</tr>
<tr>
<td>Department</td>
<td>Date Required</td>
</tr>
<tr>
<td>Approved By</td>
<td>Acct# and Acct Name</td>
</tr>
</tbody>
</table>

I hereby certify that funds are available for work requested.

- ☐ New Service
- ☐ Move
- ☐ Change
- ☐ Repair
- ☐ Disconnect
- ☐ Other ________

- ☐ Analog (Fax, Modem, Etc.)
- ☐ M3902 (Digital single line, with display and speakerphone)
- ☐ M3903 (Digital multi-line, with display and speakerphone)
- ☐ M3904 (Large digital multi-line, with display and speakerphone)
- ☐ Other (Specify Type): ____________________________
- ☐ Add-on Module (M3904 only)
- ☐ Voice Mail

**Phone restrictions:**
- ☐ Campus Only
- ☐ Campus & Local Only
- ☐ Campus, Local & ATTNET Only
- ☐ Unrestricted

**Additional Items:**
- ☐ Voice Mail
- ☐ Reset Voice Mail password
- ☐ Auto log on feature
- ☐ Pager
- ☐ Alpha Numeric
- ☐ Digital
- Coverage area:
  - ☐ Local
  - ☐ Statewide
  - ☐ Regional
  - ☐ Nationwide
- ☐ Calling Card
- ☐ AT&T
- ☐ ATTNET

**Description of work being requested** *(use additional sheets and/or sketches if necessary)*

_______________________________
_______________________________
_______________________________
_______________________________
_______________________________
_______________________________
_______________________________

(Rev. 4/08)
Figure TS-2

<table>
<thead>
<tr>
<th>1. CURRENT CUSTOMER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>User’s Name</td>
</tr>
<tr>
<td>Pager Phone Number</td>
</tr>
<tr>
<td>(                   )</td>
</tr>
<tr>
<td>(                   ) -</td>
</tr>
<tr>
<td>Current Department Name</td>
</tr>
<tr>
<td>Current Budget Account Number</td>
</tr>
<tr>
<td>Current Budget Coordinator’s Approval Signature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. TRANSFER APPROVAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Department Name</td>
</tr>
<tr>
<td>New Budget Account Number</td>
</tr>
<tr>
<td>New Budget Coordinator’s Approval Signature</td>
</tr>
</tbody>
</table>
1. **CURRENT CUSTOMER INFORMATION**

<table>
<thead>
<tr>
<th>User’s Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Calling Card Number</td>
<td></td>
</tr>
<tr>
<td>Current Department Name</td>
<td></td>
</tr>
<tr>
<td>Current Budget Account Number</td>
<td></td>
</tr>
<tr>
<td>Current Budget Account Coordinator’s Approval Signature</td>
<td></td>
</tr>
</tbody>
</table>

2. **TRANSFER APPROVAL INFORMATION**

<table>
<thead>
<tr>
<th>New Department Name</th>
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<td>New Budget Account Number</td>
<td></td>
</tr>
<tr>
<td>New Budget Account Coordinator’s Approval Signature</td>
<td></td>
</tr>
</tbody>
</table>
Figure TS-4

The University of Alabama in Huntsville

Wireless Communication Device Supplement

[ ] Enrollment  [ ] Cancellation

Name (type or print) ___________________________________________ Date: ________________________

Last, First, MI

Employee ID #: __________________________ Department: __________________________

Email: ___________________________________________ UAH ORG/Index Code to Bill: __________________________

Campus Address: ___________________________________________ Work Phone #: __________________________

Building / Room Number

I request approval to enroll in The University of Alabama in Huntsville (UAH) Wireless Communication Service Supplement Plan. I have read and understand the appropriate policy on wireless communication device Supplements as well as the employee responsibilities listed below.

The University will supplement the actual cost, not to exceed $95 per month for voice and data service, or $45 per month for voice service only. The supplement is a taxable benefit, but not part of the base salary. Initial proof of payment for the device and services is required and must be attached to this form and submitted to the Office of Telecommunication Services.

Employee Responsibilities:

1. The employee receiving a supplement must provide to his/her department and Telecommunication Services the number to the communication device within five (5) working days of the activation of the number.

2. The employee is personally liable for contract stipulations including payment of all expenses incurred (including long distance, roaming fees, and taxes). In the event that an employee leaves the position which qualified for the supplement, he/she continues to be responsible for the contractual obligations of the communication device plan.

3. The employee receiving a supplement must notify his/her department head and the Director of Telecommunication Services within five (5) working days of the inactivation of the wireless communication service or in the event the device is lost or stolen.

4. The maximum supplement per employee per month is $95 for voice and data or $45 for voice only. The employee may not receive multiple supplements from multiple departments on campus.

Please mark only one selected supplement type:


Cost (one-time) of Device/Hardware: $_______________

Requestor’s Signature: ___________________________ Date: ________________________

(Required)

Supervisor: ___________________________ Date: ________________________

(If applicable)

Department Head / Dean: ___________________________ Date: ________________________

(Required)

Vice President: ___________________________ Date: ________________________

(Required)

Send completed form to: Bob Blood, Director, Telecommunication Services, BSB 115A

NOTE: Forms must be received by Telecommunication Services no later than the 5th day of the month for the supplement to be paid for that month.

This area to be completed by Telecommunication Services

Date Received in Office: _________________  Date Processed: _________________  Processed by: ___________________________

Revised 11/5/07

(Rev. 4/08)