



Banner tip of the Day...

Just a friendly reminder of the end of the month rule for approval of requisitions. All requisitions are valid for approval until the end of the month in which they are entered in Banner. If a requisition is not approved by the last day of the month, it will be denied by the approver (s) & the transaction date will be reset for the following month. This procedure will return the requisition to the approval process where it will be accessible to the department & all concerned approvers & valid for an additional month.

If a requisition is not approved in the month it was entered & in the end is not needed it will

be denied & deleted from Banner resulting in the restoration of funds to the department & taken out of a hold status. For resets, deletions, or questions please contact Celia Turner at ext.: 1071.

Business Services staff is hard at work looking for new ways to serve you better and more efficiently!!!

Business Services includes five individual units: Business Services (Administration), Central Receiving & Shipping /Asset Management, Mail Services, Procurement Services, and the UAH Copy Center. In addition, Business Services works closely with Telecommunications to provide UAH with the best possible services. As these department names imply, each unit provides a unique and valuable service to the University Community.

We're here to help you in any way we can!

Contact Us

Click below to access the Business Services Staff Contact Information

[Business Services Staff Contact Information](#)
[Procurement Officer Contact by Commodity](#)

(Link to contact info on [website](#))

Procurement Services...

Contracts and AL Bid Law

As we all know, contracts are an essential part of doing business with vendors. There are a few things to remember to make sure your contract is completed as smoothly as possible.

1. Involve Procurement as early as possible. With Procurement on your side, you can enter into contract negotiations knowing that you are making sure all state obligations and requirements are being met. If there are special circumstances such as a bid, sole source or changes that need to be made, the earlier Procurement can get involved and get those items taken care of, the faster your contract can be completed, your resources received, and your operations can continue.

2. Know the State Bid Law. The State of Alabama requires that anything over \$15,000 be put out for a competitive bid or proposal. If there is something unique about your product or service, or it can only be acquired from one place, consider completing a Sole Source Justification form. **Keep in mind that if you receive federal funding, new federal guidelines may require more quotes for expenditures over \$3,000.**

Contacts and Links

(click below to access)

Business Services Staff
Contact Information

Procurement Officer Contact
by Commodity

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

Otherwise, if the cost is between \$14,000- \$14,999 we will obtain three quotes.

3. Signature Authority. When entering into a contract or agreement, appropriate signatures are needed. Some quotes require signatures and these fall into the same category. All agreements need to be reviewed by Legal to make sure the University is not taking on undue risk and state regulations are being observed. Legal will make sure the correct VP receives the agreement for signature. In order to make sure it gets routed correctly and Legal has all the paperwork and information they need, agreements should come to Procurement as an attachment to your requisition before going to Legal. In the case of quotes, the required signature obligates the signer to the terms and conditions as well as any other referenced agreements. Make sure you are not obligating yourself should something go wrong.

4. Ask Questions! If you're not sure about something, please don't hesitate to ask Procurement. If we're not sure, we will find out for you or find the best person to help you. Remember we are here to help and make this process as smooth as possible for you.

Asset Management Reminders:

EQUIPMENT INVENTORY CHANGES

Asset Management will tag/inventory state purchased non-capital equipment (\$1,000 - \$4,999.99). All federally purchased/furnished equipment regardless of cost will be tagged / inventoried. Each year Asset Management conducts surveys, which is when we come to your location and physically see the asset. This process is audited, so your assistance is greatly appreciated. Even though Asset Management tags/inventory, and surveys the assets, the custodian is still ultimately responsible for the asset.

When an asset has a change in location (including off campus moves), custodian or a transfer to another department, please use the following form to report:
UAH Property Relocation / Transfer Form

When the following occurs, or is planned to occur, to an asset:

- The loaning of an asset to another University or Organization.
- The cannibalization, of the asset, for usable parts.
- The disposal of an asset by the custodian or department.

Please use the linked form to report: [UAH Property Disposition Form](#)

Please send completed forms to the Asset Management Office – Central Receiving Bldg. – Room 100. Questions or concerns? Contact Asset Management at 256-824-6315 or crb@uah.edu

To surplus an asset and request removal please complete a [Surplus Pickup Request Form](#). Fax to 256-824-7448, email to crb@uah.edu or via campus mail to the Central Receiving Bldg. - Room 103

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

Requisition Entry
Workbook

Requisition Approval
Workbook

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Other Important Links
(click below to access)

Copy Center

Telecommunications

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Central Shipping & Receiving...

Central Receiving/Gas Cylinder and Lab Alcohol Orders:

Central Receiving is responsible for placing gas cylinder and laboratory alcohol orders for all campus departments and centers. The orders are placed through the University's contracted vendor.

To initiate an order please complete the Gas Cylinder/Laboratory Alcohol Request Form. The form is available at this link: <http://www.uah.edu/business-services/faculty-staff/central-receiving/forms>

Central Receiving stocks Ethyl Alcohol, in both 190 and 200 proof, in one gallon sized containers.

Please insure that the necessary signatures, correct org codes information, and correct cylinder size is noted. Central Receiving is not responsible for incorrectly recorded or illegible org codes. To add, any org codes found to be inactive or insufficiently funded will be charged back to the departments home labor account.

Completed forms may be submitted by email to crb@uah.edu or faxed to 256-824-7448. Feel free to contact Central Receiving, at 256.824.6315 or by email at crb@uah.edu, with any questions or concerns.

Please note any cylinder returns and/or cylinder swaps in the appropriate section at the bottom of the form.

Note: It is the department's immediate responsibility to report any empty cylinder(s), to arrange for their pick up and to notify Central Receiving of any incorrectly recorded or extended cylinder rental fees.

Central Receiving...

Personal Packages Received at Central Receiving:

As a reminder, all packages and materials sent to the University's "301 Sparkman Drive" address are customarily delivered to Central Receiving. Central Receiving's process of receiving and the eventual delivery of, all incoming packages and materials is reserved for University related business purchases only. This includes purchase order and P-Card transactions.

In regards to personal packages delivered to the University, the current policy is to accept delivery, notify the recipient (through a phone and/or email message) and arrange for pickup at Central Receiving. However, when personal packages are addressed and delivered to Central Receiving it creates issues of liability and security.

Please plan accordingly, and as a courtesy notify Central Receiving of any incoming personal packages prior to delivery.

Please contact Central Receiving with any questions or concerns.

Procurement Cards...

With regard to Procurement Card Allowables and Restrictions, have you ever wondered about whether or not you should use your Procurement Card for a particular purchase? There's one item that's especially tricky.

You should always check the Allowables and the Restrictions for Procurement Card purchases. [\[click here\]](#) But what if you're still not sure after you check the lists? The rule of thumb is "When in Doubt, Don't Use..." We are here and available to help you with items that might be questionable, so always contact the Procurement Card Team if you have questions concerning anticipated purchases.

What about the tricky item mentioned in the heading? These include Chemicals, Controlled Substances, and Hazardous Materials/removal. These types of purchases are **NOT** allowed on the Procurement Card. Materials of this nature should be coordinated with our Office of Environmental Health and Safety (OEHS) and would be purchased through the normal Requisition (Purchase Order) process.

For more information concerning Hazardous Materials see the Office of Environmental Health and Safety link below:

<http://www.uah.edu/OEHS/>

Copy Center...

Copier and Printer Paper:

If you have a Xerox copier that is leased from the UAH Copy Center, the paper for your device is included as part of your monthly usage charge. To order paper for your Xerox device either call (x6383) or email (copycenter@uah.edu) and tell us you need paper for your Xerox device. We will need the location and how many cases you need.

Paper for all other devices (printers, fax machines, etc.) must be purchased. This paper is available for purchase from the UAH Copy Center and we offer free delivery anywhere on campus. To order paper send us a Copy Center Work Order telling us how many cases you need. Or, we can fill a work order out for you, just call or email us with your request. We will need the delivery location and a valid org code to charge your paper to.

Information regarding sending On-Site Mail...

Information from Mail Services

When mailing Campus Mail, please remember to include the Name, Dept. & Bldg. on the address portion. Also on outgoing mail, include the Dept. and the Org# in the upper right hand corner where the postage is positioned. If you're mailing International Mail, be sure to include that in the upper right hand corner also. Please do not bundle it with the Domestic Mail.



All Outgoing Mail leaves each day at 2:30 pm. To give Mail Services time to process mail, please have it in the Mailroom no later than 2:00 pm. If you'd like to drop off your outgoing mail at the NEW Copy/Mail Services Outlet, have it there by 11:30 am to go out that day.

All personal mail and the purchase of stamps are handled at the Copy/Mail Services Outlet, located in Charger Union Room 121.

If your Department is sending out or mailing larger than normal mail, **please notify Mail Services so we can arrive prepared to pick up the additional mail.**

Resourcing Out – If a department is resourcing out a Standard (Bulk) Mailing, please contact Mail Services at x6116 or via email at elliff@uah.edu , or victoria.lombard@uah.edu. Be sure to include the org code, the Company that is preparing your mailing, the estimated cost and piece count.

Within the department – If you choose to prepare a Standard (Bulk) Mailing within your department, please make sure the Mailing address list is up-to-date/current.

All US Postal Rules and Instructions can be located at www.usps.com/standardmail

Summer Hours of Operation

7:15 am to 5:15 pm
Monday – Thursday

Mail Services (Central Receiving Annex)

Phone 256.824.6116

Copy and Mail Services Outlet (Charger Union)

Phone 256.824.6964

Fax 256.824.5801

Contact Us

UAHuntsville Business Services

Ph:256-824-6484

bussvcs@uah.edu

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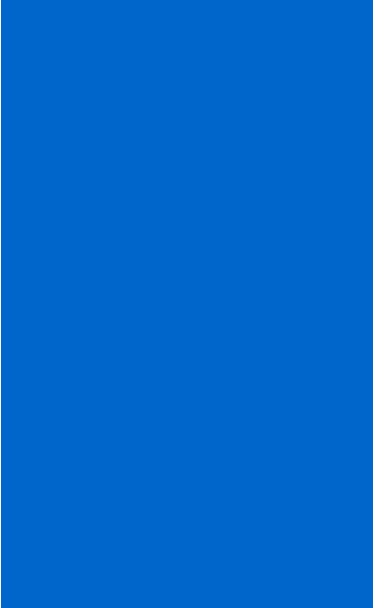


Telecommunications ...

Helpful Information...

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

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



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

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