



Banner tip of the Day...

How much information is necessary? Here is a "TIP" that is sure to help.

When completing a Requisition, you might ask yourself if you've provided enough information. Missing and/or incomplete information could cause a delay in the processing of your Purchase Order. Note what you need in the following sections:

* **Vendor** – If you cannot provide a Vendor #, or if the address for the Vendor # you use is incorrect, please be sure to include ALL Vendor information in the Document Text section. To save time, if you can obtain a W-9 form for a new Vendor, please do so. Otherwise, we will get one in Procurement.

* **Comments** – The Comments field should have your department/building and room number. For example, "Business Services/BSB 101"

* **Commodity** – Under the Requisition Commodities section,

April 2014 ...

We hope you had a wonderful Spring Break and that you are ready to usher in the warmth of Spring, and continue this semester to a successful conclusion. As always, we invite you to use our website to answer any questions you may have or brush up on the Policies and Procedures for Procurement.

How about that Website??? You might be surprised to find out what's available to you on the Business Services Website! Be sure to check it out...

The Business Services Website has a wealth of information that you may not even know is available to you. Take a look at just a small sampling of the things you can find on the Business Services Website:

- Business Services Manual (click on a page number in the Table of Contents and it takes you right to that page!)
- Instructions on how to complete a Contract for Professional Services
- Open Bid information
- Listing of commonly used Banner Account Codes
- Procurement Officers listed by commodity
- Procurement Card Information
- Central Receiving and Mail Services Information
- Copy Center and Telecommunications information
- ...and much, much more!

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

How Soon Should You Get Ready for Fall?

Be sure to get your Fall orders placed in a timely manner. Early in the Summer is your best bet to be sure you have what you need for the Fall!

under Commodity...this is the field to insert RUSH or CHANGE (for a Change Order). If you do NOT place the RUSH in this section, it will not be read by the system as a RUSH and could delay the processing of your time-sensitive Purchase Order. Remember, you only have to place RUSH or CHANGE on the FIRST line item. If you have multiple line items you need not repeat on each line item. PLEASE, only use RUSH if your request is time-sensitive.

* **Description** – Again, under the Requisition Commodities section, under Description...please provide all the information you can about the product or service on this line item. Include a complete description to include any part #, order #, Contract #, etc. with any other pertinent information. Repeat for each line item. A lack of a complete description could cause order delays or inconsistencies. Please be thorough!

* **Requisition Accounting** – This section should be checked and double checked for proper account numbers. Remember the steps in this section:

1. Put an "H" in the COA field
2. Put the Organization Code you wish to use in the Index field
3. Validate (You will get an expected error message. Much of the info needed will auto populate.)
4. Return to the section and put in the appropriate 4-digit Account Code in the Acct field. If you're not sure

which Account Code to use, call our office and we'll help you find the correct code.

5. Put in a 100 in the Accounting field at the far right. (If you are splitting between various Org Codes and you're not sure how to do that, call our office and we'll help you.)

If all else fails do not hesitate to contact Vicki Woods at x6484 for help with any Banner Requisition entry problems or to schedule a Banner Training Class.

Spotlight on the NEW *Copy and Mail Services Outlet* in Charger Union...

Have you visited the NEW Copy and Mail Services Outlet in Charger Union yet? ...

We hope you had a chance to stop by during our Open House for the NEW *Copy/Mail Services Outlet* in Charger Union. Be sure to congratulate our Xerox Door Prize winners!

Faculty/Staff Winner of the 1.5 TB Portable Hard Drive from Xerox...

Claudia Meyerling

Student Winner of the MP3 Headphones from Xerox...

Caleb Nave

Here's what you'll find at the NEW *Copy/Mail Services Outlet*:

- ✓ Friendly staff!!
- ✓ State-of-the-Art Xerox Copy Equipment
- ✓ Supplies you might need for all kinds of mailings
- ✓ Access to the UAH Copy Center for all your Copying and Printing needs

Bring your Copy/Print orders to the ***Outlet*** and they will submit the order to the UAH Copy Center. You can even pick up your order at the ***Outlet***, too!

Here are just some of the services available to you at the ***Outlet***:

- ✓ Black & White and Color Copies
- ✓ Digital Document Printing from PDF Files
- ✓ Drop off Print Job Requests for the UAH Copy Center
- ✓ Pick up completed Print Jobs from the UAH Copy Center
- ✓ Buy Stamps (no longer available at the CRB Mailroom)
- ✓ Drop off outgoing mail to include on and off campus mail (no longer available at the CRB Mailroom)
- ✓ UPS, USPS, and FedEx envelopes and boxes
- ✓ Mailboxes for Charger Union Offices
- ✓additional services to be added soon

Hours of Operation

8:15 am to 5:00 pm
Monday – Friday

Copy and Mail Services Outlet (Charger Union)

Phone 256.824.6964
Fax 256.824.5801

Main Copy Center (Business Services Bldg)

Phone 256.824.6383
Fax 256.824.6842

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)*

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Did you need to know the time frame for turnaround of a Contract for Professional Services? Here's what you need to know...

To avoid late Contracts, please note the following information from the Policies and Procedures Manual:

Page PS-32

VI.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 submit 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 Professional and Continuing Studies (for standard-form instructor contracts for courses taught in the Professional and Continuing Studies), 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 VI.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.

Revised 01/2013

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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

Or, you can get complete information by clicking the Link below:

<http://www.uah.edu/images/administrative/business-services/Policies%20%20Procedures%20Manual.pdf>

Campus Mail...Helpful Information for Outgoing Mail...

Please note that as of January 26, 2014, the 1st Class Postage rate was increased to 49 cents per stamp. Stamps may be purchased at the NEW Copy/Mail Services Outlet. They are no longer available in the Mailroom.

All Outgoing Mail leaves each day at 2:30pm. To give Mail Services time to process mail, please have it in the Mailroom no later than 2:15pm. If you'd like to drop off your outgoing mail at the NEW Copy/Mail Services Outlet, have it there by 11:30 a.m. to go out that day.

All outgoing mail needs to have the Account # in the upper right hand corner.

When addressing Campus Mail, please include:

- Name
- Department
- Building

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

We do not accept personal accountable mail.

Standard (Bulk) Mailing

Resourcing Out – If a department is resourcing out a Standard (Bulk) Mailing, please contact Mail Services at x6116 or via email at elliff1@uah.edu. Be sure to include the Account number, the Company that is preparing your mailing, and 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

Hours of Operation

8:15 am to 5:00 pm
Monday – Friday

Mail Services (Central Receiving Annex)
Phone 256.824.6116

Copy and Mail Services Outlet (Charger Union)
Phone 256.824.6964
Fax 256.824.5801

Do you know the current rate for reimbursement of Mileage?

According to the IRS, the Mileage reimbursement rate for 2014 is .56 cents. Please be sure you use this amount when figuring reimbursement of Mileage.

Would you like to brush up on the procedure for obtaining State Surplus Property?

If you would like to “shop” for State Surplus Property, here are the steps you need to follow:

- ✓ Visit the ADECA website (links provided below) to see what Surplus Property is available
- ✓ Get the Authorization to Pick up Property from Business Services, Pamela Hurley, x6675
- ✓ You must visit the warehouse on the date the form is completed
- ✓ You will receive an Invoice for the property selected
- ✓ Complete an Issue Check Requisition for the property selected (use A25036389 for ADECA)
- ✓ If you have any questions, contact Pamela Hurley, x6675, pkh0002@uah.edu

Links for the website, Alabama Department of Economic and Community Affairs Surplus Property Division:

www.adeca.state.al.us

www.adeca.alabama.gov

Spring Cleaning anyone?

Rules for Record Retention:

The University follows the State’s Policy for guidelines on Record Retention. Before starting your Spring Cleaning process, be sure to review the Policy for Record Retention:

You may review the Policy on Accounting & Financial Reporting’s web page. Click on “Policies,” then click on “State of Alabama Record Retention Policy.” Or you may click on the link below.

http://www.uah.edu/images/administrative/finance/accounting-financial-reporting/Alabama_record-retentionAug05.pdf

Telecommunications ...

Telecommunications would like to share some important information about Basic Voice Mail on your phones. To read more about Voice Mail, [click here](#).



Telecommunications – Basic Voice Mail Instructions

Basic Voice Mail Instructions

To Access Voice Mail	On campus: Dial 2000. Off campus: Dial 824-2000.
Mailbox Number	Same as your extension: For example, if your phone number is 824-7551, then your mailbox number is 7551.
To Change Password	Press 8* and follow prompts.
Message Indicator	A broken dial tone (on single line phones) or a flashing LED on digital phones.
To Play Messages	Press 2.
To Repeat Messages	Press 2 again.
To Delete a Message	Press 76. To help preserve system integrity and storage capability, delete your messages immediately after listening to them.
To Log off the System	Press 83. Do not just hang up. (However, if you are unable to use 83, then it will be necessary to just hang up the receiver.)
To Record Greetings	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. A suggested greeting is: "Hello, this is John Smith. I'm either away from my desk or on the

Contact Us

UAHuntsville Business Services

Ph:256-824-6484

bussvcs@uah.edu

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	phone right now. At the tone, please leave a message." If you are on the phone and receive another call, the call will "hunt" to your voice mail. (You do not have call waiting.)
Read Message Retention	<p>Set to 5 days.</p> <p>After you have listened to a message, if you do not delete it yourself, after 5 days the system will delete it for you.</p>

Note: If you delete a message and log off the voice mail system, the message cannot be "regenerated."

Voice Mail with no Password?



Tired of entering your mailbox and password every time you retrieve a voice mail message? Send us your request for the Auto-Logon feature. With this feature you do not have to enter your voice mailbox number and password every time you access voice mail from your office phone.

The Auto-Logon feature carries no installation or additional monthly fee.

If you would like these features, email Mary Jane at blackwem@uah.edu. Remember to include the four-digit extension number to be upgraded.