

As of October 1, 2017, Asset Management is no longer tagging/tracking any purchased equipment under \$5,000, with the exception of computers (desktops, laptops, iPads, etc.) that are \$1,000 and over. Federally purchased/acquired equipment is tagged and tracked regardless of cost.

Each year Asset Management conducts surveys by coming to your location and physically seeing the asset. This process is audited, so your assistance is greatly appreciated. Even though Asset Management tags, inventories, and surveys the assets, the custodian is still ultimately responsible for the asset.

The following forms should be submitted to Asset Management at CRB 100 or emailed to assetmgmt@uah.edu.

UAH Property Relocation Form:

- A change in location for a piece of equipment.
- A transfer of equipment to another department.
- Equipment moves to an off-campus location.

Property Disposition Form:

- Loan of capital equipment to another university or organization.
- Cannibalization of capital equipment for usable parts.
- Disposal of equipment by the user or department.

Temporary On-Loan/Donated Equipment Form

- Equipment on loan, valued at \$5,000 or above, from an outside organization or corporation.
- Donated equipment, valued at \$5,000 or above, from an outside organization or corporation.
- Equipment acquired as a gift should be coordinated through the University Development Office.

The following form should be submitted to Central Receiving at CRB 103 or emailed to crb@uah.edu.

Surplus Pickup Request Form:

- Make sure the form is filled out completely.
- Computer equipment should include the brand, make, UAH property tag (this is preferred), and serial number.
 - * CRB will create a ticket with the OIT Help Desk so that a technician can evaluate the equipment.
 - * If OIT determines that the equipment can be reused, please make sure that a Property Transfer form is submitted to Asset Management so that it is transferred to OIT from the department.
- If you need items to be moved, complete the Move Request Form and return to Facilities, PPB Room 124.

All forms are available on the Business Services page under the Forms tab. Contact Asset Management at x6315 or assetmgmt@uah.edu if you have any questions.



Happy New Year!

We hope everyone had a wonderful holiday break with family and friends. As always, the Procurement and Business Services Office is ready to assist all departments on the UAH Campus with acquiring needed items, professional services contracts, and P-Card purchases. As we begin the new year, we would like to remind our campus partners of some of our goals.

CONVENIENCE— Make purchases with a Purchase Order or P-Card.

SERVICE— Timely processing of your Requisitions.

KNOWLEDGE— Our staff has a wealth of expertise to share.

YOU— Campus partners are our priority.

DEDICATION— Committed to supporting the UAH community.

ASSITANCE— We are here to help. Call us!

RELATIONSHIP— Forging strong connections with our campus partners and outside vendors.

Call us if you have questions or need help making a purchase for your department.

Tip of the day...

Even if you THINK you KNOW it's OK, Call Us First!

For all of your non-routine P-Card purchases, reorders, office furniture and more.

Want to learn more?

Visit our website to find out more about the Procurement Card Program and how it can help your department!

www.uah.edu/business-services

Changes to Standard Mileage Rates

On January 1, 2020, the IRS announced the updated mileage reimbursement amount for travel by privately owned automobile. The new rate, effective January 1, 2020 through December 31, 2020, is set at 57.5 cents per mile. For questions regarding travel reimbursement, contact Carmen Dykes at cmd0044@uah.edu or x2239.

Please Deliver to:

Contact Us:
UAH Business Services
P: 256.824.6484
E: bussvcs@uah.edu



Business Services

Striving to serve you with excellence!

Procurement Card Services

Sales Tax

Be sure to check your order before confirming an online purchase or your receipt for in-store purchases for sales tax charges. UAH maintains a State-issued Tax Exemption Certificate for the State of Alabama, available on the Business Services webpage under the Forms tab. If sales tax is charged, request a refund immediately.

P-Card Allowables and Restrictions

These are your first, go-to lists to see if what you need to purchase is allowed on the P-Card. Be sure to check these lists carefully BEFORE you buy. Also, it's always good to check with the Procurement Officer to be sure you are using the correct contracted vendor. They can also guide you in the best method of purchase. The Allowables and Restrictions lists are available on the Business Services webpage under the Forms tab.

Use of Contracted Vendors

Please note that we are required to utilize our Contracted Vendors at all times. If our Contracted Vendors do not have what you are looking for, contact the Procurement Officer who handles that commodity for assistance.

Business Justification

Be sure to include a flyer, announcement, attendee list, or other similar items that clearly indicate the business justification for your P-Card purchase. Some items need additional approvals, if you have any questions, call us! We are happy to assist you with your P-Card questions.

Mail Services

News

- Mail Services has a new contact email. Please send all inquires to mailservices@uah.edu
- New USPS 2020 postage rates effective January 26, 2020. You can find more information here: <https://www.uah.edu/announcements/14456-new-usps-postage-rates-as-of-jan-26th-2020>

Helpful Tips from Mail Services

- Faculty and Staff: please be sure to use 301 Sparkman Drive Huntsville, AL 35899 as your address for all incoming UAH mail. Also include your Name, Department, and Building.
- For outgoing, off-campus mail be sure to include your Department Account Number in the upper right hand corner. This is especially important for departments that have more than one account.
- For on-campus mail, remember to include the Name, Department, and Building. If there is only a Room Number it can be confusing if the employee has moved to a new location and may delay delivery.
- All outgoing International mail should be separated and put in the campus mail drop off boxes. If it is bundled with Domestic mail, it may not receive the correct amount of postage.
- Please separate sealed and unsealed off-campus mail.
- Outgoing mail leaves each day at 2:15 p.m. Please have your outgoing mail in the Mailroom no later than 2:00 p.m. to allow the staff time for processing. If you send your personal outgoing mail from the UAH Copy Center, it must be dropped off by 11:00 a.m. for same day service.
- Personal mail and stamp purchases are handled at the UAH Copy Center, located at the West end of the Business Services Building.
- All UAH Resident (Student) mail and packages should be addressed:

{Resident Name}

601 John Wright Drive

{Hall, Room}

Huntsville, Alabama 35805

Mail Services (Central Receiving Annex) 7:15 a.m. - 4:00 p.m. P: 256.824.6116

Procurement Services continued

Changes

Changes to commodity assignments can be viewed by visiting the Business Services webpage. Click the link on the home page under Business and Procurement Assignments.

Payment Status for Purchase Orders

Need to know payment status for a completed Purchase Order? Contact the Accounts Payable team!

Janice Clack at clackj@uah.edu x2250 or Terri Couch at coucht@uah.edu x2251.

Janice Clack: A B C F G H I J K N P X Y Z Vendor PO's, Vouchers, Disbursements

Terri Couch: D E L M O Q R S T U V W Vendor PO's, Vouchers, Disbursements

Business & Procurement Services Staff Contact Information

Terence Haley

Director of Procurement & Business Services

x6674 - haley@uah.edu

Nancy Snowden

Senior Business Services Assistant

x6485 - nms0004@uah.edu

Jackie Miller

Business Services Assistant

x6484 - jln0021@uah.edu

Celia Curry

Procurement Services Technician II

x1071 - curryc@uah.edu

Kelly Haas

Procurement Officer II

X6492 - kdh0017@uah.edu

Judy Curtis

Procurement Officer I

x2552 - curtisj@uah.edu

Esterley Patterson

Procurement Officer I

x6687 - esterley.patterson@uah.edu

Pamela Hurley

Procurement Officer I

x6675 - pkh0002@uah.edu

Demetrice Mitchell

Procurement Card Services Supervisor

x1863 - mitched@uah.edu

Vicki Woods

Procurement Card Coordinator

x6515- vlj0002@uah.edu

Carmen Dykes

Accounting Assistant

x2239 - cmd0044@uah.edu



Business Services

Striving to serve you with excellence!

Business Services

Your questions answered

We recently received a question regarding the Independent Contractor (IC) Form.

“Our visitors are usually here for a short period of time and one of the primary purposes for their visit is to give a lecture. When completing the IC Form, **under Section IV**, for most of our visitors, the answer to Question A-1 is “Yes”. When the answer is “Yes” to Question A-1, is it necessary to answer Questions A-2, A-3; Question B-1 or B-2; Question C-1, C-2, and C-3?”

Great question! The answer to the above scenario is NO. It is not necessary to answer the remaining questions **under Section IV**. The prompt under Question A-1 reads “*If the answer is Yes, treat as an Independent Contractor. If the answer is No, go to question #2.*”

In general, under Section IV Classification Guidelines:

- Complete the sub-section that is **most** relevant to the reason for the visit or purpose (scope of work) of the professional services contract.
 - **A**—Teacher/Lecturer/Instructor
 - **B**—Researcher
 - **C**—Individuals not covered under A or B
 - Typically, only one of these sections will be completed.
- Follow the prompts under each question as a guide either to stop and treat as an independent contractor or to continue to the next question.

Copy Center

The UAH Copy Center is your full service on-campus source for all of your printing needs. We strive to provide excellent service at a reasonable price with quick turnaround on most print requests. To accomplish this and to better serve you, we are implementing a couple of changes, effective immediately.

Any print request that is not “print-ready” (e.g. has to be resized, requires additional set-up, etc.) will be subject to a small set-up fee. Also, print requests that do not allow a minimum of 24 hours to complete will be subject to an added rush charge. Lastly, when sending a completed print order, please provide an accurate date required so that we can prioritize our workload.

We understand that some print requests are last minute by necessity and we will work with you in these cases. If you have any questions or concerns regarding these changes, contact Anthony Garrison at x6896 or Anthony.Garrison@uah.edu.

We appreciate your business and we always welcome your feedback as to how we can serve you better.

Procurement Services

Reminder

All agreements and non-professional services contracts should be routed to Procurement as an attachment to your Requisition prior to being signed by the proper Vice President. The Procurement Officer will ensure that the University is not violating the state required process of bids/proposals or sole sources. The agreement or non-professional services contract will then be routed for appropriate signatures. Requisitions will be processed once the signed agreement/contract is returned to the Procurement Services office. Call us if you have any questions or would like more information.

Open Bid Information

Have you ever wondered if the item you want to purchase is under contract or how to find out? Procurement Services maintains a list of standing bids for frequently purchased items. Go to the Business Services page, select Faculty & Staff Services, and choose Open Bid Information. If what you are looking for is not listed, call the Procurement Officer who handles that commodity for more information.

Staples Promotional Products

Did you know Staples has a website just for ordering promotional products? You can browse products, request a quote, check out the idea book for inspiration, and review the latest news on the blog. More information and links to available services are on the Business Services webpage under the News tab or you can contact our dedicated Staples representatives.

Don't forget to include the necessary backup for your P-Card reconciliation.

From the P-Card Training Overview:

Printed Items— T-shirts, Novelty Items, etc.

General backup requirements for all printed items

- Detailed invoice/receipt
- Artwork
- Office of Marketing and Communications approval



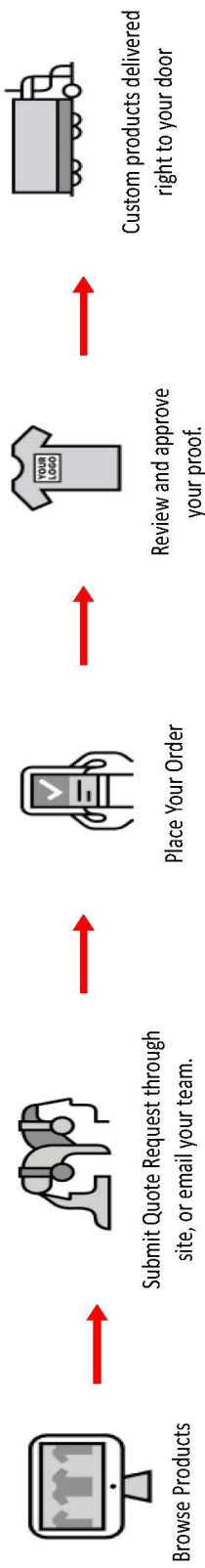
YOUR BRAND PARTNER –STAPLES PROMOTIONAL PRODUCTS

Staples Promotional Products is proud to have been selected as one of your preferred partners for all of your creative promotional needs.



- ★ Browse through thousands of products and request a quote using the link below or by contacting your dedicated team, Ashton or Todd.
[Browse Merchandise/Request Quote](#)
- ★ Need ideas or inspiration? Check out our idea books featuring the latest trends.
[Idea Books](#)
- ★ Catch up on the latest and greatest products on our themed blogs!
[Staples Product Blogs](#)

HOW TO ORDER:



Your dedicated team brings your brand vision to life.

Account Development Manager: Ashton Dankanich
Ashton.Dankanich@Staples.com
314-692-3082

Special Order Account Rep: Todd Burk
Todd.Burk@Staples.com
314-692-3087