

Copy Center

Helpful Hints: Xerox Multi-Function Device

If you are trying to copy or print on cardstock or label stock (such as Avery), it is best to use the bypass tray on your Xerox device. Also, be sure to program the appropriate paper size and paper type prior to printing. This will ensure the quality you expect and prevent jams and other potential problems.

If you are experiencing lines on your copies when using the document feeder, this can be corrected by thoroughly cleaning the thin strip of glass located on the left side of your device under the document feeder. If this does not correct the problem or if you are getting lines when printing, please place a call for service to the UAH Copy Center at 256-824-6383.

As a reminder, “regular” (8.5” x 11”) 20# paper is included as part of your monthly fee for your Xerox device when leased through the UAH Copy Center. To order paper for your Xerox device, simply call or email the Copy Center. Paper needed for any other purpose must be purchased. A Copy Center work order with a valid account number is required.

If your department is interested in leasing a copier on a temporary or permanent basis, please contact Anthony Garrison, Copy Center Coordinator, at 256-824-6896 or anthony.garrison@uah.edu.

UAH Copy Center
8:00 a.m. - 5:00 p.m.
P: 256.824.6383
E: copycenter@uah.edu

Business Services cont.

- List other higher education clients, if any, the vendor has contracted with during the past five years
- List other organizations in the State of Alabama the vendor has contracted with during the past five years

Please complete and return the Contract Summary Term Sheet to our office. We will submit this and all other required documents with the contract. After review and approval by the Board, Business Services will assign a contract number and return a fully executed copy to the department.

As always, call us if you have any questions!

Nancy Snowden x6485 nms0004@uah.edu

Jackie Miller x6484 jln0021@uah.edu



Business Services

Striving to serve you with excellence!

Welcome back!

We would like to extend a warm welcome to all new and returning faculty and staff for the 2019-20 academic year. As always, the Business Services and Procurement Office is ready to assist all departments on the UAH Campus with acquiring needed items, professional services contracts, and PCard purchases. Call us if you have questions or need help making a purchase for your department.

Changes to Professional Services Contracts

Over the summer there have been several changes to the processing requirements for contracts for professional services. Whether you write contracts on a regular basis, occasionally, or you are brand new and writing your very first one, this newsletter is for you! We have highlighted the changes and give helpful tips on getting your contracts processed quickly and smoothly.

Are you traveling on University business?

Business Services now has tax exemption forms available for several states. A few states (e.g. Connecticut and Florida) allow tax exemption on lodging. Check out the Business Services page for details and links to the forms. Call us at x6484 if you have any questions.

Tip of the day...

If you encounter any problems With entering your *Banner Requisition*

Contact: Judy Curtis *2552
curtisj@uah.edu

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 Procurement Standards

Effective October 1, the University implemented Uniform Guidance Procurement Standards for purchases on **Sponsored Programs**. The changes will improve reuse of existing equipment/supplies and minimize sole source purchasing. Departments will now have access to a listing of available equipment on campus to reduce duplicate purchases.

To view the complete Standard and how it will impact your purchases, visit the Business Services page and click the News tab.

Please Deliver to:

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

Spotlight on....Independent Contractor Form

New Forms for Professional Services Contracts

The Independent Contractor Form (IC Form) was introduced in June 2019 to support Contracts for Professional Services. Please review these tips for successful form completion and smoother processing for your Professional Services Contracts.

- This form is intended to be completed by the department. Please do not send this form to the vendor.
- Best practice: the form is completed and approved prior to the contract being signed and submitted. However, we understand this is not always possible and will accept the IC Form with the contract. We want to save you unnecessary work if the vendor would not be considered an independent contractor.
- Section IV– Classification Guidelines
 - Only complete ONE subsection (A,B, or C). If all subsections are completed, we will return the form for correction.
 - The only exception is subsection B, question #2. If the answer is Yes, you will be directed to continue to subsection C.
- Read the "if the answer is" tips in each section. These will help guide you through the form.
- The IC Form is required for all Professional Services Contracts and Letters of Invitation.
- If the vendor is not a U.S. citizen, the department must contact the Office of Research Security and the Office of International Services. They will give the department guidance on any additional information required for the vendor. Include this information when the IC Form is sent to Business Services.
- If the vendor is not a U.S. citizen and the work is to be performed in the U.S., the vendor should contact Payroll Services as there may be tax withholding required. Payroll Services can give additional information regarding this process.

For questions concerning how to complete the form, contact the UAH Office of Counsel. All other questions should be directed to Nancy Snowden x6485 nms0004@uah.edu or Jackie Miller x6484 jln0021@uah.edu

Mail Services

Important Information from Housing & Resident Life

Effective August 17, 2019 The University of Alabama in Huntsville Housing & Residence Life Department will no longer accept packages at the front desk of residence halls. A Resident Mail Room, located at 601 John Wright Drive, has been established and will act as the designated delivery point for all mail and packages that are sent to students living on the UAH campus. The change in procedure will make mail and package handling more efficient.

All UAH Resident mail and packages should be addressed:

{Resident Name}
601 John Wright Drive
{Hall, Room}
Huntsville, AL 35805

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.
- Please check your campus mailbox daily, if possible. Monday is a very heavy day for mail and the mailboxes can fill up quickly.
- 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.
- If your department utilizes a private company for your standard mail, please send the name of the company, account number, and the expected date of mailing to elliffi@uah.edu or abs0039@uah.edu. This information is needed for billing purposes.
- 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.

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

Procurement Card Services

PCard Reconciliation
What about that Blue Envelope?

Did you know that the Blue Envelope (PCard Reconciliation) is due in the Procurement Office by the 5th business day of each month for the previous month’s transactions? Receiving your Blue Envelope by the deadline is an essential element in overall PCard Program success.

The PCard Reconciliation should arrive in this office with no errors. We understand that there will be an occasional “oops” but this should be rare. If you are receiving “Email #1” from the PCard Team on a regular basis, please refocus your efforts to provide error-free reconciliations.

Remember, we are here to help you! You are never bothering us when you call! So, don’t ever hesitate to give us a quick call with any questions you may have. Thank you so much for all you do!

Business & Procurement Services Staff Contact Information

- Terence Haley**
Director of Procurement & Business Services
x6674 - haleyt@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



Board Rule 406, Contracts, and You

Changes to Board Rule 406 were adopted on June 7, 2019. How will these changes impact your Contract for Professional Services? Certain contracts will now need to be submitted to the UA System Board for approval *after* going through the UAH approval process. This will increase processing time as the Board only meets periodically and contract submission must meet the deadline for inclusion on the Finance Committee agenda. Additionally, your contract **will not** be in effect until the Board has given approval even though it has been approved by the UAH Office of Counsel and the appropriate Vice President.

From Board Rule 406

Contracts requiring Board approval:

- All contracts for goods and services involving an expenditure of \$1,000,000 or more for the term of the agreement/contract not procured through a competitive process
- All consulting and/or professional services contracts involving an expenditure of \$250,000 or more for the term of the agreement/contract and regardless of whether the contracts result from a competitive process

Exemptions to this requirement (as it pertains to UAH)

- Contracts that are otherwise required to be submitted to and approved by the Board, such as construction and technology contracts
- Contracts with publicly regulated utilities
- Sponsored Research Grants and Contracts, including associated subcontracts

You can review the complete ruling at:
<http://uasystem.edu/about/departments/finance-and-administration/>

- If you have a contract that will require Board approval, follow the normal UAH process for contract submission. The Business Services Office will also send a Contract Summary Term Sheet to the department. The Contract Summary Term Sheet will request information such as:
- What is the rationale for not bidding this agreement
 - Justification: how does this contract promote the Campus Strategic Plan and UA System’s Core Principles
 - Contractor selection process: Explain how cost/price was determined to be reasonable

Procurement Services

Promoting your department?

If your department would like to order promotional products, do you know where to place your order? Staples! Staples Promotional Products (A25280183) is the contracted vendor for UAH. Contact Ms. Ashton Dankanich at 314-692-3087 or Ashton.Dankanich@staples.com.

Next question: Are you allowed to use your PCard? Yes! Be sure to supply all the necessary backup as shown below from our PCard Training Overview. Due to recent changes in the Office of Marketing and Communications, all printing requests must route through them for approval. This applies even when the UAH or other approved logo is all that is being printed. Be sure to get approval from OMC and include the email as part of your PCard transaction backup.

From the PCard 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

Placing your order

When placing your order with a vendor, please let them know your payment method (Purchase Order or PCard). Some vendors will not accept certain types of payment (e.g. Purchase Order) and the order will need to be placed and paid for by another method. If you have questions, call us! We are happy to help you order the items your department needs.

Who should I contact if I have questions?

See the next page for a list of Business Services and Procurement Staff and the commodities typically handled by each. This list is by no means exhaustive! If you are purchasing something that is not listed, give us a call at 256-824-6484. We are happy to connect you with the right person!

BUSINESS & PROCUREMENT ASSIGNMENTS

JUDY CURTIS, Procurement Officer I [backed-up by Kelly] - 2552

- Air Monitoring
- Appliances (microwaves, refrigerators, etc.)
- Asbestos Removal / Abatement
- Banner Requisition/Approval Training
- Booth & Building Rental/Storage Space/Rental of Premises
- Building Maintenance/Repairs Supplies/Equipment
- Building Supplies/Renovations
- Carpet & Tile
- Flowers / Green Plant Maintenance
- Food Service Equipment & Supplies
- Furniture/Lab Furniture [non-project]
- Gas & Oil/Gas Charge Cards
- Grounds Equipment/Repair/Supplies
- Grounds Services (Lake Vegetation, etc.)
- Janitorial Service & Supplies
- Laundry Equipment
- Legal Fees
- Meals/Catering
- Memberships
- Miscellaneous POs, Bids, Proposals
- Pest Control
- Registrations
- Relocation Services: Local & Interstate
- Security Systems
- Subscriptions
- Surplus Bids
- Temporary Services Proposal
- Tools
- Trash Collection
- Warehouse Equipment Supplies
- Window Treatments & Blinds
- Window Washing
- (Miscellaneous Vouchers G-L)

KELLY HAAAS, Procurement Officer II [backed-up by

- Pamela] - 6492
- ACT/GED Tests
- Audio Visual & Photographic Supplies/Equipment
- AV / IT/ Communication Equipment Rental
- Cable TV
- Computer Cables & Installation
- Computer Hardware/Software/Peripherals/Upgrades
- Clipping Service
- DVD Editing
- Network Systems & Assoc.
- ID Card Supplies/Equipment
- Pagers/Communication Equip. [wireless devices, two-way radios, etc.]
- Printers/Scanners
- Special Assignments
- Software/Hardware Maintenance & Service Agreements

(revised 10-10-19)

Software Subscriptions
Telecommunications: Equipment/Software/Parts/Supplies/Serv. & Maint.
(Miscellaneous Vouchers T-Z)

PAMELA HURLEY, Procurement Officer I [backed-up by

- Esterley] - 6675
- Abstracts
- Alabama Surplus Property
- Bindery/Books/Journals/Maps
- Clean Room Supplies/Equipment
- Chemicals
- Disposal of Hazardous Chemical Waste
- Document Destruction [Shredding Project]
- Equipment Rental (non IT/AV/Comm)
- Express Mail (FedEx / UPS)
- HASP Supplies
- Industrial Gases [Gas Cylinders]
- Insurance Payments
- Machine Shop Supplies/Equipment
- Mail Processing Machine/Supplies [Pitney Bowes]
- Maintenance/Repair Equipment [non-IT/Comm/AV]
- Medical Supplies/Equipment
- Metals
- Optical Supplies/Equipment
- Page Charges
- Patent Payments
- Photocopy/Printing Services
- Safety Supplies/Equipment/Services (Asbestos Removal, etc.)
- Scientific, Research, Lab Equipment & Supplies
- Student Health Tests
- Test Instruments
- (Miscellaneous Vouchers M-S)

ESTERLEY PATTERSON, Procurement Officer I [backed-up

- by Judy] - 6687
- Advertisements/Signs/Banners/Flags
- Accreditation
- Airfare [Purchase, Orders]
- Art Supplies/Equipment
- Athletic Equipment/Supplies
- Automobiles, Auto Supplies/Parts/Service
- Bus Service [Charter]
- Certifications
- Educational/Classroom Supplies
- Film Rentals/Purchase
- Homeland Security
- License Plates (car tags)
- Library Supplies/Equipment
- Lodging
- Musical Instruments/Supplies
- Notary Bonding
- Office Supplies/Machines/Diskettes

ESTERLEY PATTERSON (continued)

- Plaques/Awards
- Signage
- Sponsorships
- Stamps
- Student Awards/Prizes
- Tickets [plays, resale, games, etc.]
- T-shirts/Novelty Items
- Toner/Printer Cartridges
- Uniforms / Laundering of Lab Coats
- Vehicle Lease/Rental
- (Miscellaneous Vouchers A-F)
- CARMEN DYKES, Accounting Assistant [backed-up by Kelly] - 2239
- Student Group Travel
- Individual Travel Reimbursements A-Z
- Review of Procurement Card Reconciliation Packets
- NANCY SNOWDEN, Senior Business Services Assistant [backed-up by Jackie] - 6485
- Contract payments for Professional Services (Individuals – last name starting with A thru Q; Companies first name starting with A thru Q)
- MVR payments
- JACKIE NEELY, Business Services Assistant [backed-up by Nancy] - 6484
- Contract payments for Professional Services (Individuals – last name starting with R thru Z; Companies first name starting with R thru Z)
- Wal-Mart & Costco Cards
- CELIA CURRY, Procurement Services Technician II [backed up by Jackie] - 1071
- PO Mailings/Faxing/Scanning
- Requisition Reset/Deletion
- DEMETRICE MITCHELL, Procurement Card Services Supervisor [backed-up by Vicki] - 1863
- Procurement Card (Establish New Accounts, Account Changes, Cancellations, Declines, Lost or Stolen Card Notification, Dispute Resolution, Daily Transactions Audit)
- Trainer (Procurement Card)
- VICKI WOODS, Procurement Card Coordinator [backed-up by Denetrice] - 6515
- Procurement Card (Reconciliation Audit & Account Allocation, Infractions Notifications & Corrections Requests, Procurement Card Vendor Master Statement Review & Reconcile)
- Trainer (Procurement Card)