



# Division of Finance and Administration Business Services

May 2022 News

## Business Services

Business Services is here to assist you with your business needs as provided by our various units:

- ▶ Business Services (Administration)
- ▶ Central Receiving & Shipping / Asset Management
- ▶ Mail Services
- ▶ Procurement
- ▶ P-Card Services
- ▶ UAH Copy Center

As the department names imply, each unit provides a unique and valuable service to the University community. For the contact information for each department, you can go to our website: [uah.edu/business-services/contact](http://uah.edu/business-services/contact). We are here to help you in any way we can!

Please join us in congratulating our team members on their new positions with Business Services:

**Gary Burns**, Warehouse Operations Manager  
**James Looney**, Warehouse Operations Assistant  
**Victoria "Tori" Lombard**, Mail Services Clerk

We would like to welcome a new member to the Business Services Team:

**Elena Ely**, Business Services Assistant

## P-Card Services

### Procurement Card Transition Update

We are still working through the process with U.S. Bank but until then, you can continue to use your current cards issued by Regions Bank.

Card swap details are forthcoming as we get closer to finalizing the details. If you have any questions or concerns about this transition please email us at [pcard@uah.edu](mailto:pcard@uah.edu).

Coming Soon...Faculty and staff who travel on university business will have a more convenient, efficient, and paperless way to record their information and receive payment with the introduction of the SAP Concur travel and expense program. SAP Concur, a web-based travel solution, automates travel booking, expense reimbursement, and reporting.

Here is a glimpse of SAP Concur's attributes and why it was selected:

- ▶ Convenience: SAP Concur offers a single, unified process — from booking to receiving reimbursement for travel. Faculty and staff will be able to maintain flexibility when arranging travel, while Concur standardizes and automates much of the travel reimbursement/expense process.
- ▶ Mobility: Users can take pictures of receipts, create and submit expense reports, and review and approve reports from a mobile device.
- ▶ Credit Card Integration: Procurement Card charges are imported directly into SAP Concur. Foreign transactions are converted to USD as part of the interface.
- ▶ Online Processing: Users can prepare, submit and approve reports entirely online eliminating the current paper-based workflow.

## Travel Team

\* TRAVEL DOCUMENTATION REMINDERS \*

- ▶ Don't forget to include a comparison between cost to drive and cost to fly when traveling on a trip of over 400 miles by private vehicle.
- ▶ Don't forget to include a breakdown of U.S. Dollars on International receipts.
- ▶ Don't forget to make sure the hotel receipt has a zero balance.
- ▶ Don't forget to attach an email or memo invitation for guests speaking at a conference or meeting.
- ▶ Don't forget receipts should include a method of payment.
- ▶ Include a POINT OF CONTACT on the voucher to be sure that Business Services has the most appropriate contact information.
- ▶ Be sure to initial in the box provided when forfeiting any part of the per-diem for In State travel.
- ▶ Don't forget to include the index number on the Travel Voucher.
- ▶ For those expenses that require a receipt to be attached to the Travel Voucher, complete the Lost/Missing/Incomplete Travel Receipt Affidavit (can be found here [uah.edu/business-services/travel-information](http://uah.edu/business-services/travel-information) under "Travel Forms") for expenses less than \$75 and any expenses greater than \$75 or to provide additional justification for an incomplete receipt upon the request of our travel team. Please refer to the UAH Travel Guidelines: [uah.edu/images/administrative/business-services/Forms/UAH\\_Travel\\_Guidelines.pdf](http://uah.edu/images/administrative/business-services/Forms/UAH_Travel_Guidelines.pdf).
- ▶ If there is an interruption of travel or deviation from the direct route, the reimbursement allowed will not exceed that which would have been allowed if the travel was not interrupted. Any deviation must be explained in writing and attached to the travel voucher so the correct amount of reimbursement can be determined.

For all electronic submissions of Travel Vouchers please remember to send them to [purch@uah.edu](mailto:purch@uah.edu) and copy [ab0312@uah.edu](mailto:ab0312@uah.edu).

If you have any questions feel free to reach out to Ani Binitie at [ab0312@uah.edu](mailto:ab0312@uah.edu) or call him at 256.824.2239.

## Central Receiving

All out-going shipments must be accompanied by a Shipping Order and Returned Material Request Form prior to shipping. The form can be found on the Business Services Website: [uah.edu/business-services/business-services-forms](http://uah.edu/business-services/business-services-forms).

### Surplus Property

For large pieces of equipment or furniture, it is the responsibility of the requesting department to have it disassembled before a pick-up can take place. All surplus has to be labeled before pick-up. A Surplus Form will still be required for pick-up after the disassembly is completed. The form is available at [uah.edu/business-services/business-services-forms](http://uah.edu/business-services/business-services-forms).

### Gas Cylinders

When ordering Industrial Gases, it would be greatly appreciated if you list the Size and Purity on your order form which is titled 'Gas Cylinder/Laboratory Alcohol' and can be found at [uah.edu/business-services/business-services-forms](http://uah.edu/business-services/business-services-forms).

## Copy Center

### Does Your Department Need a Multi-Function Device?

The UAH Copy Center will be awarding a new contract shortly to replace the printing equipment across campus. Once the new contract is awarded, we will be contacting each department to determine what your needs are, and help match you with the appropriate multi function device. If you'd like to discuss this or have any questions, please contact Anthony Garrison at ext. 6896, or by email at [arg0011@uah.edu](mailto:arg0011@uah.edu).

### Do you know how to order Business Cards, Envelopes, and Letterhead from the UAH Copy Center?

There are several things to remember when ordering official UAH business cards, envelopes, or letterhead. All file design work will need to be coordinated with the Office of Marketing and Communications (OMC), currently located in Shelbie King Hall. They can be contacted at 256.824.6414.

If you're a new employee who is ordering business cards for the first time, or you are making any changes to an existing business card you will need to contact OMC and have them design your business card. They have a form that you will need to fill out in order to provide your design work. Once you've approved the design work they will send the file to the Copy Center for printing.

The Copy Center has a separate form (work order) that is required for the printing of your job. To expedite receipt of your order please provide the Copy Center with your approved work order at the time you place your design request with OMC. The work order forms are available at the UAH Copy Center. They are also available online at [uah.edu/images/administrative/business-services/business\\_card\\_letterhead\\_envelope\\_order\\_forms\\_2016.pdf](http://uah.edu/images/administrative/business-services/business_card_letterhead_envelope_order_forms_2016.pdf)

The Copy Center keeps the business card files that we receive from OMC for the printing of future orders. As long as there are no changes to be made to your existing file, you may contact the Copy Center directly to place future orders for reprints. When placing your order, please attach a copy of the item you're requesting to be printed to ensure that the correct version is used.

These procedures also apply to envelope and letterhead requests. New requests, or those that require any changes, must initially be sent through OMC, for design creation or changes to an existing file. Thereafter, reprint orders may be placed directly with the Copy Center.

## Contracts for Professional Services

### Contract Procedures

To ensure a seamless process from start to finish, the following tips will be helpful when submitting a Contract for Professional Services:

- ▶ The Office of Counsel Contract Intake Form is required for all contracts that are to be reviewed by the UAH Legal department. Please contact the UAH Legal department (Nancy Loehr, extension 6633) to ask questions on how to complete the form.
- ▶ The Independent Contractor Request Form is required ONLY IF services are provided by an individual or sole proprietor. The department requesting service from the individual or sole proprietor is required to complete the form.
- ▶ The Vendor Disclosure Statement is required to accompany the Contract for Professional Services form regardless of the amount paid to the vendor. The vendor providing the service is required to complete and sign the form. The requesting department is required to send this form to the vendor.
- ▶ A W-9 form is required to accompany the Contract for Professional Services form ONLY IF the vendor is new or has moved to another address.
- ▶ The dollar limit for submitting a Contract for Professional Services is \$500.00 and greater.

## Mail Services

### Helpful Hints 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. Please DO NOT use John Wright Drive, 188 Sparkman Drive, or Ben Graves Drive as your UAH Address. Also, when ordering from Amazon it would be a good idea to turn off your weekend delivery option. The Post Office tries to deliver it and we're closed and sometimes they leave it at the Student Mailroom or even elsewhere.
- ▶ For outgoing, off-campus mail be sure to include your Department Organization Number in the upper right-hand corner. This is especially important for departments that have more than one organization number.
- ▶ 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. Mail Delivery is Monday – Friday at 11 o'clock.
- ▶ All outgoing International mail should be separated and put in the on-campus mail drop-off boxes. If it is bundled with Domestic mail, it may not receive the correct amount of postage and the Post Office will return it for additional postage which will cause a delay in delivery.
- ▶ Please separate sealed and unsealed off-campus mail.
- ▶ Outgoing mail leaves each day at 2:00 p.m. Please have your outgoing mail in the Mailroom no later than 1:30 p.m. to allow the staff time for processing. If you send your personal outgoing mail from the UAH Copy/Mail Center, it must be dropped off by 11:00 a.m. for same day service to the Post Office.
- ▶ 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. Phone: 256.824.6116 or 2164

### The proposed July 10th 2022 USPS price changes include:

Product Current Prices 58 cents	Planned Prices Letters (1 oz.) 60 cents
Letters additional ounce(s) 20 cents	Letters additional ounce(s) 24 cents
Domestic Postcards 40 cents	Domestic Postcards 44 cents
International Letter (1 oz.) \$1.30 cents	International Letter (1 oz.) \$1.40 cents

## Procurement Services

Happy Spring from the Procurement Department! As we hop right into Spring we want to let everyone know that we are here to help you with a smooth purchasing experience.

### A Few Tips:

- ▶ We would love to be involved and help with all big purchases and large dollar purchases. By getting us involved from the beginning we can head off many issues.
- ▶ When ordering large equipment always keep in mind the size and weight of the equipment. Some equipment may be too heavy or not fit. It is recommended to get facilities involved when you have weight, electrical, or size issues.
- ▶ When completing requisitions for computers or equipment and they have a warranty with them. Please list the warranty under the same line item and combine the price for that line item total.
- ▶ Commodities by Procurement Officers: [uah.edu/business-services/faculty-staff/procurement-services/who-to-contact](http://uah.edu/business-services/faculty-staff/procurement-services/who-to-contact)
- ▶ Follow this link if you are wanting to purchase technology such as Apple, Dell, CDW-G, B&H Photo, etc. to retrieve a quote. The Log in information is available there. [uah.edu/business-services/faculty-staff/open-bid-information](http://uah.edu/business-services/faculty-staff/open-bid-information)
- ▶ Please remember that computers and parts to make a computer cannot be purchased with the P-card.
- ▶ For Adobe Acrobat Pro and Cloud Quotes please contact the Technology Procurement Officer and they will get you a quote from CDW-G. This is the easiest way to make sure everyone gets what they need.
- ▶ Please send all backup for requisitions and also miscellaneous vouchers to the main purchasing email at: [purch@uah.edu](mailto:purch@uah.edu). This ensures that your documents go to the correct Procurement Officer.
- ▶ To schedule requisition training or a refresher please contact Kelly at: [kdh0017@uah.edu](mailto:kdh0017@uah.edu)

The Apple Bridge Street Store is no longer accepting Purchase Orders from UAH. They have updated their system and are unable to take Purchase Orders. If you need a faster option than Apple.com, you may want to choose CDW-G which also sells Apple Products, and in-stock non customized products generally ship to UAH in two days.

### Costco, Sam's Club, Walmart, Kroger

For non-bid purchase needs for your Department, the University has Costco and Sam's Club membership cards which you can use with your P-Card, and also a Walmart charge card and a Kroger tax-exempt card which you can check out at Business Services Building (BSB 101). Whenever you need one of these cards, please give us a call at \*6484 and reserve your card upfront to make sure it will be available when you need it. If there is an emergency need for it, for example, in case of a department event falling on the next day and some last-minute purchases have to be made, with the multiple requests on the same day the preference will be given to the Department with the emergency need. (Please note that Walmart and Costco accept POs, and Sam's Club and Kroger do not)

## Mileage Reimbursement

The current rate, effective January 1, 2022, for mileage is 58.5 cents per mile. For questions regarding travel reimbursements, please contact Ani Binitie at [ab0312@uah.edu](mailto:ab0312@uah.edu) or x2239.

Please remember that if you are requesting reimbursement for mileage you must include a copy of MapQuest® or Google Maps® with the route. Please make sure that your calculated mileage matches the miles for the trip on the copy of your map printout.

## Accounts Payable

### FedEx Shipping Procedure / Faculty and Staff

When preparing shipments via FedEx under the UAH account, whether online or at the FedEx Store, please be aware of the following guidelines:

- ▶ Reference your name (Shipper) in the "FROM" field on the waybill. Do not leave as the University of Alabama Huntsville default.
- ▶ Enter the ORG number you want to charge the shipment to in the "BILLING DETAILS" area within the "Your Reference" field. This is vital to ensure the charge is made to the appropriate departmental ORG.
- ▶ Provide a copy of your receipt to Accounts Payable when making shipments or purchases of shipping materials at any FedEx facility. The receipts should be emailed to "[accountspayable@uah.edu](mailto:accountspayable@uah.edu)" referencing the proper ORG number to charge.

If you need to know the payment status of your PO..., you can contact the Accounts Payable team!

Janice Clack at [clackj@uah.edu](mailto:clackj@uah.edu) x2250  
Terri Couch at [coucht@uah.edu](mailto:coucht@uah.edu) x2249  
Sandy Zimmerman at [ssz0001@uah.edu](mailto:ssz0001@uah.edu) x2251

### Who Is Responsible For.....?

**Janice Clack:** All payments for Individuals and Vendors: A B C F G H  
**Terri Couch:** All payments for Individuals and Vendors: D E L M O Q R S T U V W  
**Sandy Zimmerman:** All payments for Individuals and Vendors: I J K N P X Y Z

## Business Services/Procurement Office Staff Contact Information

**Terence Haley**  
Director, Procurement & Business Services  
x6674 – [haley@uah.edu](mailto:haley@uah.edu)

**Nancy Aldrich**  
Senior Business Services Assistant  
x6485 – [nms0004@uah.edu](mailto:nms0004@uah.edu)

**Elena Ely**  
Business Services Assistant  
x6484 – [ee0028@uah.edu](mailto:ee0028@uah.edu)

**Celia Curry**  
Procurement Services Technician II  
x1071 – [curryc@uah.edu](mailto:curryc@uah.edu)

**Kelly Haas**  
Procurement Officer II  
x6492 – [kdh0017@uah.edu](mailto:kdh0017@uah.edu)

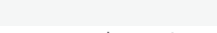
**Esterley Patterson**  
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**Pamela Hurley**  
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**Demetrice Mitchell**  
Procurement Card Services Supervisor  
x1863 – [mitched@uah.edu](mailto:mitched@uah.edu)

**Marcey Bennett**  
Procurement Card Coordinator  
x6515 – [mlb0054@uah.edu](mailto:mlb0054@uah.edu)

**Ani Binitie**  
Accountant I (Travel)  
x2239 – [ab0312@uah.edu](mailto:ab0312@uah.edu)



## The Office of Business Services and Accounts Payable

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