May 2022 News

x6485 – are here to help you with a smooth purchasing experience.

Happy Spring from the Procurement Department! As we hop right into Spring we want to let everyone know that we

Helpful Hints from Mail Services

Contract Procedures

Contracts for Professional Services

for reprints. When placing your order, please attach a copy of the item you're requesting to be printed to ensure that there are no changes to be made to your existing file, you may contact the Copy Center directly to place future orders with OMC. The work order forms are available at the UAH Copy Center. They are also available online at your order please provide the Copy Center with your approved work order at the time you place your design request.

The Copy Center has a separate form (work order) that is required for the printing of your job. To expedite receipt of existing business card you will need to contact OMC and have them design your business card. They have a form that

If you're a new employee who is ordering business cards for the first time, or you are making any changes to an

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

Does Your Department Need a Multi-Function Device?

Copy Center

UAH Copy Center

Procurement

Mail Services

Accounts Payable

Professional Services Contracts

Business Services

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

Procurement Officer II

Janice Clack at ab0312@uah.edu or call him at 256.824.2239.

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

James Looney, Business Services Assistant

As the department names imply, each unit provides a unique and valuable service to the University

Mail Services

Mail Services are responsible for handling all incoming and outgoing mail. They manage the

Contract for Professional Service

A W-9 form is required to accompany the Contract for Professional Services form ONLY IF the vendor is new.

The Independent Contractor Request Form is required ONLY IF services are provided by an individual

Contract for Professional Services

The Vendor Disclosure Statement is required to accompany the Contract for Professional Services form

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.

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.

Business Services/Procurement Office Return Form Information

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Procurement Form

Provide a copy of your receipt to Accounts Payable when making shipments or purchases of shipping

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You can download the form from the Accounts Payable website or you can get it from your Procurement Officer.

This is used to record the details of a purchase or shipment made by the department.

How to Complete the Form

Please enter the appropriate ORG number to charge in the “BILLING DETAILS” area of the form.

If there is an interruption of travel or deviation from the direct route, the reimbursement allowed will not

Don't forget receipts should include a method of payment.

Don't forget to include a breakdown of U.S. Dollars on International receipts.

Online Processing: Users can prepare, submit and approve reports entirely online eliminating the current

Mobility: Users can take pictures of receipts, create and submit expense reports, and review and approve

The dollar limit for submitting a Contract for Professional Services is $500.00 and greater.

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TRAVEL DOCUMENTATION REMINDERS

Please send all backup for requisitions and also miscellaneous vouchers to the main purchasing email at:

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