

## Welcome Back

We would like to extend a warm welcome to all new and returning faculty and staff for the 2021-22 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.

## Updated Tax Exemption Certificate

Business Services has recently obtained an updated Alabama sales tax exemption certificate. You can access this certificate on the Forms page of the Business Services website. Call us at \*6484 if you have any questions.

## Procurement Card Services

### *New members of the Procurement card team*

Please join us in welcoming two new members to the Procurement Card Team:

**Marcey Bennett**, Procurement Card Coordinator, Marcey's main responsibilities include the auditing of the Procurement Card Reconciliations.

**Ani Binite**, Accounting I, Ani's main responsibilities include the processing of the University Travel Reimbursements.

### *Tip of the day...*

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

Contact: Kelly Hass  
[kdh0017@uah.edu](mailto:kdh0017@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](http://www.uah.edu/business-services)

### ***"Why do I have to use Contracted Vendors?"***

As a reminder, this is what you heard in your PCard Training session. This excerpt comes from the training overview you were given.

#### **Use of Contracted Vendors - \$15,000 Campus-Wide per Year**

Please note that we are required to utilize our Contracted Vendors at all times. If our Contracted Vendors do not have what you're looking for, the backup must include a written statement/justification for using a non-contracted Vendor.

We are only allowed **\$15,000 per year (campus-wide)** for a given commodity purchased using non-Contracted Vendors. Exceeding that amount puts us in violation of State Bid Law. So, please be sure to use Contracted Vendors at all times.

Please Deliver to:

Contact Us:  
UAH Business Services  
P: 256.824.6484  
E: [purch@uah.edu](mailto:purch@uah.edu)

## Focus on Surplus

Every department and center at the University deals with the subject of surplus equipment, furniture, office supplies, etc. Please remember, all University purchased property deemed unusable by the department is subject to the University's surplus policy procedure. Hopefully, this short guide will answer the basic questions as what to do with your department's surplus equipment and material. Feel free to contact Central Receiving with any further questions or suggestions.

Consider the following before declaring equipment or materials as surplus:

1. For computers, computer related equipment, cables, and accessories - Contact the Office of Information Technology. OIT maintains a storeroom of used equipment and accessories to service the campus community. Submit an OIT Help Ticket for response.
2. Consider a trade in for new equipment purchases. Contact a buyer at Procurement Services at 256.824.6484 or [purch@uah.edu](mailto:purch@uah.edu) for details.
3. Offer equipment, furniture and office supplies to other University departments or centers for transfer. Equipment with active asset tags will require a Property Relocation Form to be completed to record the transfer. Contact the Asset Management Department at 256.824.6315 or [assetmgmt@uah.edu](mailto:assetmgmt@uah.edu) for details and/or instructions.
4. All items designated to be picked up must be labeled as SURPLUS. Any items not marked as surplus will not be removed.
5. If the surplus is suspect of being or containing radioactive or hazardous material, please contact the University's Office of Environmental Health and Safety at 256.824.2171 for evaluation. A completed and submitted clearance form is required to continue the surplus process. Central Receiving cannot accept hazardous material or surplus contaminated with hazardous or radioactive material.
6. Any equipment that would require disassembly, for removal from an office or room, is the responsibility of the department to arrange for disassembly prior to pick up.
7. Trash is not considered surplus. Please contact Facilities and Operations for disposal of trash or recyclable materials.
8. Currently excess equipment and materials are disposed of through an auction process through the website at [GovDeals.com](http://GovDeals.com). Large lots of furniture or equipment may be subject to an auction in-place process due to space limitations in the surplus area of the warehouse. Advance notice of immediate disposal is appreciated. Contact Central Receiving for any questions concerning the auction process.

Note: Any surplus property currently at the warehouse can be viewed and claimed, only for use by campus departments, during Central Receiving's normal business hours of 8:15 AM to 5:00 PM, Monday through Friday.

## *Focus on Surplus continued*

For surplus ready for pickup:

1. Complete a Surplus Pickup Request Form. Fax to 256.824.7448, email to [crb@uah.edu](mailto:crb@uah.edu) or send through campus mail addressed to Central Receiving, Room 103. Please remember that an authorizing signature is required on the form before a request form can be accepted at Central Receiving.
2. Prior to the scheduled pickup - Clean, segregate, and clearly label all items as SURPLUS. Items not labeled SURPLUS will not be removed.
3. Laboratory equipment and accessories must be cleared through The Office of Environmental Health and Safety prior to the pick up process.
4. For personal computers and servers containing hard drives – It is the department's responsibility to insure that data is removed from hard drives prior to pick up.
5. Material determined, by Central Receiving, to be trash will need to be discarded through Facilities and Operations.
6. Departments are welcome to drop off surplus at the Central Receiving warehouse. Please prepare a Surplus Pickup Request Form prior to the drop off. Contact Central Receiving at 256.824.6315 for details and directions.

## **Asset Management Reminders**

When an asset has a change in location (including off campus moves), custodian or a transfer to another department, please use the Property Relocation / Transfer Form report.

Use the Property Disposition Form to report when the following occurs to an asset:

- The loaning of an asset to another University or Organization
- The cannibalization of the asset for usable parts
- The disposal of an asset by the custodian or department

Send completed forms to the Asset Management Office, Central Receiving Bldg, Room 100 or email [assetmgmt@uah.edu](mailto:assetmgmt@uah.edu).

If you have questions or concerns, contact Asset Management at 256.824.6315 or [assetmgmt@uah.edu](mailto:assetmgmt@uah.edu).



## **Business Services**

Striving to serve you with excellence!

## Copy Center

### *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 [http://www.uah.edu/images/administrative/business-services/business\\_card\\_letterhead\\_envelope\\_order\\_forms\\_2016.pdf](http://www.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 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 are requesting to be printed to ensure that the correct version is used.**

These procedures also apply for 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.

**UAH Copy Center**  
**8:00 a.m. - 5:00 p.m.**  
**P: 256.824.6383**  
**E: [copycenter@uah.edu](mailto:copycenter@uah.edu)**

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

As you may know, UAH is currently under contract with Xerox to provide printing devices and solutions for both the UAH Copy Center and for various departments across campus. The current contract expires in December 2021. We will be issuing an RFP soon to determine who the provider will be for at least the next 60 months.

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. At that time, all existing Xerox devices will be replaced, with new devices provided by the winning vendor. If you would 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).

## Contracts for Professional Services

### *New Contract Intake Form*

There is a new Contract Intake form that must be completed for any contract that requires attorney review or assistance including Professional Service agreements and Amendments. This form allows the Office of Counsel to track and efficiently handle your contract review. You can access this form by going to [my.UAH.edu](http://my.UAH.edu). The link is located under the Employee Services / Office of Counsel heading.

## Business Services Staff Contact Information

**Terence Haley**

Director, Procurement & Business Services  
[x6674](tel:x6674) - [haleyt@uah.edu](mailto:haleyt@uah.edu)

**Nancy Aldrich**

Senior Business Services Assistant  
[x6485](tel:x6485) - [nms0004@uah.edu](mailto:nms0004@uah.edu)

**Angela Richardson**

Business Services Assistant  
[x6484](tel:x6484) - [amr0072@uah.edu](mailto:amr0072@uah.edu)

**Celia Curry**

Procurement Services Technician II  
[x1071](tel:x1071) - [curryc@uah.edu](mailto:curryc@uah.edu)

**Kelly Haas**

Procurement Officer II  
[x6492](tel:x6492) - [kdh0017@uah.edu](mailto:kdh0017@uah.edu)

**Esterley Patterson**

Procurement Officer I  
[x6687](tel:x6687) - [esterley.patterson@uah.edu](mailto:esterley.patterson@uah.edu)

**Pamela Hurley**

Procurement Officer I  
[x6675](tel:x6675) - [pkh0002@uah.edu](mailto:pkh0002@uah.edu)

**Demetrice Mitchell**

Procurement Card Services Supervisor  
[x1863](tel:x1863) - [mitched@uah.edu](mailto:mitched@uah.edu)

**Marcey Bennett**

Procurement Card Coordinator  
[x6515](tel:x6515) - [mdb0054@uah.edu](mailto:mdb0054@uah.edu)

**Ani Binite**

Accountant I  
[x2239](tel:x2239) - [ab0312@uah.edu](mailto:ab0312@uah.edu)

# Mail Services

Please be aware the USPS POSTAGE RATE will INCREASE effective AUGUST 29,2021  
For additional information, visit [www.usps.com](http://www.usps.com)

## First Class Mail Letter Rates - as of August 29, 2021

Mail piece Weight	Jan 2021	Aug 2021	Increase
Letters - 1 oz.	\$0.55	\$0.58	\$0.03
Letters - Additional Ounces	\$0.20	\$0.20	No Change
Flat/Large Envelope - 1 oz.	\$1.00	\$1.16	\$0.16
Flat/Large Envelope - Additional Ounces	\$0.20	\$0.20	No Change
Postcards	\$0.36	\$0.40	\$0.04
International Letters - 1 oz. (County Groups 1-9)	\$1.20	\$1.30	\$0.10
International Postcard (County Groups 1-9)	\$1.20	\$1.30	\$0.10
International Flats - 1 oz. (Country Groups 1-9)	\$2.40	\$2.60	\$0.20

## Domestic Mail Extra Services - as of August 29, 2021

Mail piece Weight	Jan-21	Aug-21	Increase
Certified Mail	\$3.60	\$3.75	\$0.15
Certified Mail Restricted Delivery	\$9.15	\$9.75	\$0.60
Registered Mail	\$12.90 and up	\$13.75 and up	\$0.85
Signature Confirmation - Mail	\$3.20	\$3.45	\$0.25
Signature Confirmation - Electronic	\$2.70	\$2.90	\$0.20
Return Receipt - Mail	\$2.85	\$3.05	\$0.20

Mail Services (Central Receiving Annex)

7:15 a.m. - 4:00 p.m.

P: 256.824.6116

# Procurement Services

## *Quick Tips and Reminders*

We have several contracts that you can use on our website under Open Bids. Please see if these vendors can supply what you need at the UAH Business Services Page. Once on our page, click on Faculty and Staff Services and then Open Bid Information. <https://www.uah.edu/business-services/faculty-staff/open-bid-information>.

Please send all Miscellaneous Vouchers to [Purch@uah.edu](mailto:Purch@uah.edu).

Please send all backup documentation for requisitions to [Purch@uah.edu](mailto:Purch@uah.edu).

## *Uniform Guidance*

There is a great PowerPoint on the UAH Uniform Guidance Procurement Standards. You can find this link on the Business services website. Go to Faculty and Staff Services / Procurement Service then scroll to the bottom of the page to find the link.

## *Federal Acquisition Regulation*

New Federal Acquisition Regulation effective August 2020: This regulation prohibits contracting with entities using certain telecommunications and video surveillance services on equipment. Therefore, (1) there are documents that we must send to the vendor, prior to the procurement of said items. (2) Once we receive the signed certifications back from the vendor, stating that none of the items are manufactured by an entity that we are not allowed to do business with according to the information provided by the System for Award Management (SAM), we can issue the PO.

## *Requisition Questions*

For Requisition questions or training, please contact Kelly Haas at x6492 or [Kelly.haas@uah.edu](mailto:Kelly.haas@uah.edu)

### **\*\*\*\* Reminder Concerning FedEx Shipments \*\*\*\***

When using FedEx to ship goods under a UAH account, please include your name on the shipper waybill in addition to the University of Alabama in Huntsville. Also, note your organization # in the reference field on the shipping form.

# Who to Contact

## **KELLY HAAS, Procurement Officer II** **kdh0017@uah.edu, x6492**

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  
Miscellaneous POs, Bids, Proposals  
Pest Control  
Relocation Services: Local & Interstate  
Security Systems

**Special Assignments**  
Temporary Services Proposal  
Tools  
Trash Collection  
Warehouse Equipment Supplies  
Window Treatments & Blinds  
Window Washing  
**(Miscellaneous Vouchers T-Z)**

## **Vacant, Procurement Officer I, purch@uah.edu, x6484**

Audio Visual & Photographic Supplies/Equipment  
AV / IT/ Communication Equipment Rental  
Cable TV  
Computer Cables & Installation  
Computer Hardware/Software/Peripherals/Upgrades  
Network Systems & Assoc.  
ID Card Supplies/Equipment  
Pagers/Communication Equip. [wireless devices, two-way radios, etc.]  
Printers/Scanners  
Software/Hardware Maintenance & Service Agreements  
Software Subscriptions  
Telecommunications: Equipment/Software/Parts/Supplies/Serv. & Maint.  
**(Miscellaneous Vouchers G-L)**

## **PAMELA HURLEY, Procurement Officer I**

**pkh0002@uah.edu, x6675**  
Alabama Surplus Property  
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  
Photocopy/Printing Services  
Safety Supplies/Equipment/Services (Asbestos Removal, etc.)  
Scientific, Research, Lab Equipment & Supplies  
Surplus Bids  
Student Health Tests  
Test Instruments  
(Miscellaneous Vouchers M-S)

## **ESTERLEY PATTERSON, Procurement Officer I**

**emp0009@uah.edu, x6687**  
Abstracts  
Accreditation  
ACT/GED Tests  
Advertisements/Signs/Banners/Flags  
Airfare [Purchase, Orders]  
Art Supplies/Equipment  
Athletic Equipment/Supplies  
Automobiles, Auto Supplies/Parts/Service  
Bindery/Books/Journals/Maps  
Bus Service [Charter]  
Certifications  
Clipping Service  
DVD Editing  
Educational/Classroom Supplies  
Film Rentals/Purchase  
Homeland Security  
License Plates (car tags)  
Library Supplies/Equipment  
Lodging  
Memberships  
Musical Instruments/Supplies  
Notary Bonding  
Office Supplies/Machines/Diskettes  
Page Charges  
Patent Payments

## **(continue)d) ESTERLEY PATTERSON**

Plaques/Awards  
Registrations  
Signage  
Sponsorships  
Student Awards/Prizes  
Subscriptions including Digital Databases  
Tickets [plays, resale, games, etc.]  
T-shirts/Novelty Items  
Toner/Printer Cartridges  
Uniforms / Laundering of Lab Coats  
Vehicle Lease/Rental  
(Miscellaneous Vouchers A-F)

## **ANI BINITIE, Accounting Assistant**

**ab0312@uah.edu, x2239**  
Student Group Travel  
Individual Travel Reimbursements A-Z  
Review of Procurement Card Reconciliation Packets

## **NANCY ALDRICH, Senior Business Services Assistant**

**nms0004@uah.edu, x6485**  
Contract payments for Professional Services (A-Q)  
MVR payments

## **ANGELA RICHARDSON, Business Services Assistant**

**anr0072@uah.edu, x6484**  
Contract payments for Professional Services (R-Z)  
Wal-Mart & Costco Cards

## **CELIA CURRY, Procurement Services Technician II**

**curyc@uah.edu, x1071**  
PO Mailings/Faxing/Scanning  
Requisition Reset/Deleteion

## **DEMETRICE MITCHELL, Procurement Card Services**

**Supervisor – mitched@uah.edu, x1863**  
Procurement Card (Establish New Accounts, Account Changes, Cancellations, Declines, Lost or Stolen Card Notification, Dispute Resolution, Daily Transactions Audit)  
Trainer (Procurement Card)

## **MARCEY BENNETT, Procurement Card Coordinator**

**mbb0054@uah.edu, x6515**  
Procurement Card (Reconciliation Audit & Account Allocation, Infractions Notifications & Corrections Requests, Procurement Card Vendor Master Statement Review & Reconcile)  
Trainer (Procurement Card)