

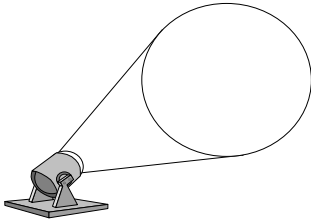
**Volume 9  
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# **Business Services Newsletter**

Business Services is composed of Purchasing Services, Telecommunications, Mail Services, Central Receiving and Shipping/Inventory Control, and Copy Center.

*This newsletter is distributed by Business Services as an informational guide to the University community. This issue provides information from Purchasing Services, Telecommunications, Material Control/Mail Services, & the Copy Center. Our goal is to provide helpful information for doing business with the various units of Business Service. Please take a moment to review this issue. If we can assist you, please don't hesitate to contact us.*

## **EMPLOYEE SPOTLIGHT Alice Gilley**



Who in Purchasing Services has logged approximately 375 hours as a pilot? Our own Alice Gilley!

Alice's interest in flying was awakened by her late husband Thomas W. Gilley, who was a Marine Jet Pilot and Test Pilot. They went flying on weekends for fun. Letting go of the controls, Tom would tell Alice to take over. He wanted her to know how to handle the plane.

Tom enlisted a friend, Albert Shatzel, to teach Alice to fly. Shatzel, who had thousands of hours flying, was a test pilot and most notably the President of the Smithsonian Institute. His love of flying was so great that he didn't charge Alice for the lessons. She only had to rent the plane, a Cessna 150.

At that time it was traditional for a man to wear a necktie when he soloed. When he landed the instructor would cut his tie in half. Not to be outdone, Alice wore a scarf on the day of her solo flight. It was cut appropriately when she landed.

Doing the unusual doesn't stop with flying. Alice completely assembled the Heath 25" Color Console TV in her home. She did all the work from installing the picture tube to soldering the circuit boards to wiring the set. Alice said it took her between four to six months to complete. She tells us that she's never had a bit of trouble with it, and it is now 29 years old.

Spring and summer weekends find Alice mowing her one-and-three-quarter acre lot with a self-propelled mower. When someone suggests that she get a riding mower, Alice replies that she needs the exercise. Besides, with all the flowers and trees in her yard, a riding mower wouldn't save her that much time.

Alice likes horseback riding, training dogs in obedience, counted cross stitch (ask her about the carousel picture she stitched), and most of all visiting and traveling with her daughter Debbie and grandson David from Florida. Alice has entered dogs in obedience contests and won trophies. She sometimes talks about training Seeing Eye dogs for the blind when she retires.

Alice has spent the last 21 years as part of the UAH family, and we in Purchasing wouldn't know what to do without her!

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# Business & Purchasing Services

*Purchasing Services offers various options for University departments to acquire goods or services. Requisitions are the primary source, and the majority of the campus submits them electronically. To obtain access, complete the "On-Line Requisitioning and Screen Access/Account Request Form," available from the Business Services web site. Purchasing offers hands-on training to assist you through the process.*

*Authorized departments may use Limited Purchase Orders to make small purchases.*

*Petty Cash permits an individual to use personal funds to purchase supplies and then receive an immediate refund not exceeding \$50.00 per vendor, per day.*

*Contact us today to assist you with your procurement needs.*

## Limited Purchase Order Reminders

Users are not allowed to combine LPOs to the same vendor to make a purchase larger than \$1999.99 per day.

Chemicals cannot be purchased on LPOs.

LPOs must be signed by the Budget Unit Head. The following pertinent information must be completed:

1. Date of order
2. Complete vendor name and address
3. Proper account number (subcode is not mandatory)
4. Content of order (Only items in accordance with University policy and Federal and State law will be approved; contact Purchasing Services if uncertain.)
5. Monetary figures
6. Receipt information



If voiding an LPO, justify the reason in a memo and send it to Purchasing Services with the purchasing (pink) and vendor (white) copies of the LPO. Send a copy of the memo to Accounts Payable with the accounting/receiving copy (yellow). Retain the department copy (blue) for department files. Notify the vendor if the vendor copy has been mailed.

The University is audited based on the LPO guidelines, so it is important that all users follow these instructions.

## Petty Cash Reminders

- Reimbursement for food items is not allowed, except those items for lab/classroom use.
- All petty cash vouchers should have the account number and subcode information completed.

- All receipts should indicate that payment has been made by cash/check or credit card.

Petty cash reimbursements are handled daily, between the hours of 9:00 – 10:00 am and 2:00 – 3:00 pm.

## Professional Services Contract Subcode Changes

4055	Contract not/individual up to \$25,000
4056	Contract not/individual over \$25,000
4057	Contract individual up to \$25,000
4058	Contract individual over \$25,000

## Finding Open Bid Information

Go to: <http://www.uah.edu/admin/purchasing>

Click on: **Welcome Bid Information**

Listed are all current UAH Open Bids. Scroll down to the buyers' names:

### Sandra English 824-6675

- Toner Cartridges
- Diskettes and CDs
- Printers, Scanners
- Computers  
(Our Open Bid for IBM clones can be configured to meet each department's needs.)
- Pagers

### Alice Gilley 824-6489

- Scientific Apparatus, Equipment and Supplies
- Interstate Relocation & Storage
- Electrical Supply
- Local & Campus Moves

### Terence Haley 824-6674

- Office Supplies
- Audio-Visual Equipment
- Industrial Gas

### Keshia Askew 824-6491

- Van Rental
- Digital Cameras

### Candace Townley 824-6492

- Furniture

As new open bids are awarded, the commodity will be listed under the buyer's name. The complete award will be available for review or for downloading and printing in a PDF or Word file.

# Telecommunications

## Use ATNet for Business Long Distance

Since 9 to 5 is the most expensive time to call, UAH is fortunate to have ATNet service for long-distance business calls originating from campus. When dialing a long distance number from a campus telephone, dial "8" first; the call goes through our phone system to Montgomery where it is routed onto one of the State of Alabama's telephone systems. The State only has a finite number of outgoing lines for this purpose, so if you get a busy signal, try again later. The busiest times for ATNet use are 9:30 – 11:00 am and 1:30 – 3:00 pm. Early in the morning and after 5:00 pm are the easiest times to complete a call.

Taxpayer dollars pay for the ATNet; it is not a free service and is only available for faculty and staff. **Therefore, it is for business use only.** The ATNet works on all calls in the USA and most calls to Canada. Another important feature of the ATNet is directory assistance. For directory assistance, dial 8-1-334-555-1212.

The UAH Telecommunications Department gets a detailed print-out of all ATNet calls each month. The Telecommunications staff reviews ATNet phone calls for planning purposes.



**All departments should remember that by dialing the 8 access code (AttNet) there is no charge for the call. Anyone dialing the 9 access code must pay long distance charges from their departmental budget.**

If you need access to the ATNet and don't currently have it, see your Department Head for approval to have your phone reprogrammed for this service.

Please contact Bob Blood, Director of Telecommunications, at 7551, if you have any questions about ATNet or other Telecommunications issues at the UAH campus.

## Mail, Material Control, & Receiving

*Tucked away in the southeast corner of campus is a rather ordinary looking facility with large doors and few windows known as the Central Shipping & Receiving Building, or CRB. At first glance, you probably would not suspect that the services provided to the University by the personnel working in this building directly affect everyone on campus each day. In a sense, the CRB staff works for each University department that sends and/or receives parcels, packages, or letter mail; that use laboratory alcohol or containerized gases; or that purchase or acquire capital equipment or dispose of surplus property.*

*The services provided in CRB that affects the most people on campus are the services provided by the UAH Mail Services. Every item of United States Postal Services incoming or outgoing mail is processed and delivered by the four hard working employees of the UAH Mail Services: Kerry Baker, Laurie Elliff, Amanda Isbell, and Ollie Smith.*

*Mail Services handles over 2,000,000 pieces of USPS and interdepartmental mail each year. For us to process that amount of mail quickly and accurately, we encourage you to review the helpful guidelines provided in this newsletter. This information helps Mail Services provide your department with the best service possible. These guidelines also include the rate changes that went in to effect this year for the most common services used by the University. If you have any questions about Mail Services, or if you need to schedule a pick up, please con-*

*tact Kerry Baker, Laurie Elliff, or Robert Perry at 824-6116.*

### Preparing Campus and Outgoing Mail

**Providing correct campus mail address:** Remember to provide a correct and complete mailing address on each article of campus mail before depositing in the outgoing box.

1. Addressee's Name: Provide the complete name of the intended addressee. More than one person on campus may have the same name.

2. Departmental Mailing Address: **The mailing address should include the name of the department and the building and room number where the department is located.**

Always provide the appropriate return address in case a problem occurs in delivery.

**Preparing ordinary outgoing mail:** Before depositing ordinary outgoing mail, remember to provide a departmental account number so the proper postage can be charged to your account.

**Sealing envelopes:** Orient each piece of mail in the same direction. Do not nest envelopes with flaps open, because the mail-processing machine cannot handle this format. Also avoid mixing sealed and unsealed envelopes in the same bundle.

## Preparing Standard (formerly Bulk) Mail

Mail Services will gladly work with any department that has outgoing mail that qualifies as Standard Mail. Standard Mail is mail of like item pieces (all pieces the same size and weight) pre-labeled as third class mail or imprinted with the UAH non-profit Organization stamp. There must be a minimum of 200 pieces or 50 pounds of mail to qualify as standard mail. The sender must pre-sort and bundle by zip code all standard mail before Mail Services can collect it or accept delivery. Each bundle must include the appropriate classification sticker, the departmental account number used to pay the shipping charge, and a total count of pieces to be mailed. Mail Services will provide bundling material and classification stickers on request. If you have any questions about Standard Mail or any other service we provide, please contact us.

## Assistance Available for Standard Mail

Due to the rigid enforcement of Standard Mail rules and guidelines, we strongly encourage users to coordinate with Mail Services and University Relations during the planning and preparation phases of a mailing. Specific format requirements for "Non-Profit Organization" Permit Imprint Indicia and UAH "logo" are administered through University Relations.

## Postage Rates Increased June 30

The new First-Class Mail rate of \$0.37 (for 1-ounce) went into effect on June 30. The single post-card rate increased from \$0.21 to \$0.23. The additional ounce rate for single-piece, First-Class items will remain at \$0.23 (see Table 1).

**Table 1, Single-Piece and Presorted**

Weight Not Over (ounces) Letters, Flats, and Parcels	Single-Piece
1	\$0.370
2	\$0.600
3	\$0.830
4	\$1.060
5	\$1.290
6	\$1.520
7	\$1.750
8	\$1.980
9	\$2.210
10	\$2.440
11	\$2.670
12	\$2.900
13	\$3.130
Post Cards	\$0.230

## Priority Mail Pricing

The rate for the flat-rate envelope is now \$3.85. The 1-pound rate increased from \$3.50 to \$3.85 and remains unzoned. The rate for the flat-rate envelope decreased from \$3.95 to \$3.85. The size of the envelope remains the same.

## Other Services Increased

**Certified Mail (DMM S912):** The Certified Mail fee increased from \$2.10 to \$2.30.

**Return Receipt (DMM S915):** The fee for regular return receipt service increased from \$1.50 to \$1.75.

**Delivery Confirmation (DMM S918):** The rate increased from \$0.40 to \$0.45. Signature confirmation went up from \$1.45 to \$1.80.

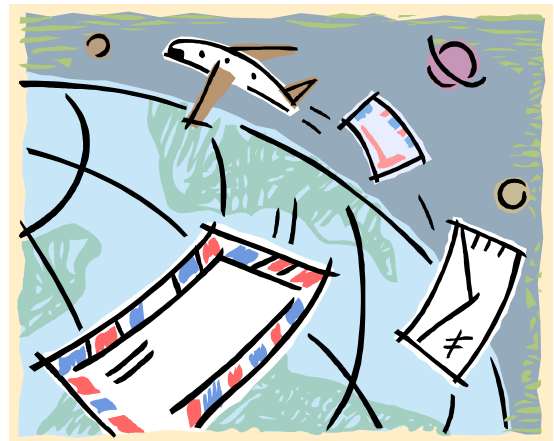
**Insurance:** Insurance service for items with a value of \$50.00 to \$100.00 increased from \$2.00 to \$2.20.

**Express Mail Insurance:** Overnight insurance for items up to 8 oz. increased from \$12.45 to \$13.65. The amount of insurance coverage included with Express Mail decreased from \$500 to \$100. Incremental fees for merchandise insurance coverage over \$100 are \$1 per \$100.

**Registered Mail (DMM S911):** All Registered Mail fees have increased. The fee for registered Mail service with no declared value increased from \$7.25 to \$7.50. The fee for a Registered Mail item valued between \$0.01 and \$100 increased from \$7.50 to \$8.00.

## Did international rates also increase?

No. International rates are determined separately from domestic rates and will not increase until January 2003.



## Announcing New & Promoted Employees

We are pleased to announce the recent promotions of **Robert Perry** and **Mike Luna**. Robert Perry is the new Director of Material Control & Mail Services. Mike Luna was promoted to Manager, Material Control/Inventory Control.

We also welcome **George Wells** as Senior Material Control Assistant.

# UAH Copy Center

## Welcome New Staff Members

Two new members have joined our family: **Mike Taylor** and **Margie Balch**. Mike Taylor will assist in finishing, delivery, and campus services. Margie Balch is the new DocuTech Operator. They are a great asset to the Copy Center, and we are proud they have joined us.

## New Printing Press Added

We are happy to introduce to the campus our new two-color printing press. Jackie Hankins is the operator of

this machine. Due to this addition, we are now able to print business cards, letterhead, envelopes, flyers, and other specialty items. Please contact Jackie at 824-6383 for a quote.

## Reminders

The Copy Center accepts the campus-wide CHARGER CARDS for any students needing thesis, class notes, etc. In addition, we also accept VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS.



Business Services is a newsletter to the UAH Community.  
We welcome your comments and suggestions for improvement and for future articles.  
An Affirmative Action/Equal Opportunity Institution