

Volume 7
Number 1
December
2000

Business Services Newsletter

Business Services is comprised of

Purchasing Services, Mail Services, Telephone Services, Central Receiving & Shipping / Inventory Control, & UAH Copy Center

Inside:

Business/Purchasing Services	2
Benefits of online requisitioning	
Submitting electronic Requisitions	
Requisition routing	
Telecommunications	4
System upgrade	
Copy Center	4
Staff and price changes	
Mail, Material Control, & Receiving	5
Enhanced tracking capabilities	
Open Bid Information	6
Reminders	10

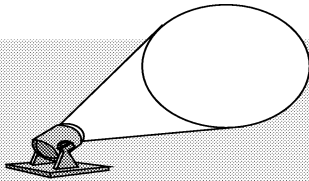
Expeditor's corner

My name is Keshia Askew, and I became the Expeditor last May. Some of you knew me when I was the Purchasing Services Assistant. I am here to assist you with expediting requests, delivery status, Change Orders, and any other expediting concerns. Call me at 824-6491. If I am unavailable, leave a message including your name, phone number, Purchase Order number, and the problem or concern. If I have all this information, I can contact the vendor right away and get back to you with your request as soon as possible. Or, if you prefer, send me an email at askewkc@email.uah.edu

Frequent expediting problems include:

- Purchase Order number being omitted on electronic Change Orders
- Departments waiting until several months have passed to check on the status of a shipment
- Departments contacting vendors to make changes or returns without informing the Expeditor

To insure proper documentation and to have a central point of contact, please direct all concerns and problems to the Expeditor.



EMPLOYEE SPOTLIGHT

Marvin Jeffrey: Mail Services Clerk

Marvin's occupation as a Mail Clerk carries him daily all over campus and exposes him to faculty and staff at all levels. Marvin began full-time employment at UAH in August 1999. Extremely hard working and energetic, Marvin has earned the respect of everyone in the department and throughout campus. His quiet, calm, and intelligent demeanor rarely draws attention to himself and contains a number of personal achievements and hidden talents.

A sports enthusiast, Marvin played running back and defensive back in high school football, and he was a member of the track team while at Central High School in Memphis, Tennessee. A member of Who's Who among American High School Students, he maintained the highest level of academic excellence and received an engineering scholarship, which enabled him to attend the University of Tennessee in Knoxville. He completed an undergraduate degree in Industrial Engineering at the University of Tennessee in 1978. While working full-time at UAH, Marvin is currently pursuing a Computer Engineering degree and maintaining a 3.81 GPA.

Marvin's talents and achievements aren't limited to sports and academics. Marvin is a skilled pianist who has practiced and studied music for many years. He often entertains fellow workers during breaks by playing self-composed gospel music. As if this was not challenging enough, Marvin sharpens his literary skills by reading and writing poetry.

Admittedly, his proudest accomplishment is the five years he has participated in a twelve-step program to build and develop his personal life. Marvin gains the strength and determination to achieve his personal goals through his Christian faith and Bible study.

Marvin admits to having a special person in his life and is interested in marriage and children after he graduates from UAH in 2002.

Business & Purchasing Services

Benefits of online requisitioning explained

Now that the entire University community is online for electronic requisitioning, many benefits of the system are evident.

- The database is a component of the Systems and Computer Technology Corporation (SCT) IA-Plus Purchasing module. This software interfaces directly with Accounting and Financial Reporting and offers “real time” posting of encumbrances and budget changes.
- As Requisitions are entered into the database, funds are encumbered immediately, which insures that sufficient funds are available for the expenditure. If the account has insufficient funds at Requisition entry, the computer screen flags the Requisition with a Budget Balance Available (BBA) notice and will not permit further processing of the Requisition at that time. Contact General Accounting or Contracts and Grants Accounting for assistance should this occur. When Accounting enters a Budget Transfer, you can review the transaction immediately.
- After departmental electronic approval, Requisitions against ledger 5 accounts are electronically transmitted to Contracts and Grants Accounting and Research Administration (when required) for electronic approval. Capital purchases of items over \$10,000 require electronic approval by the Vice President for Finance and Administration. When all necessary approvals are obtained, a Purchase Order or Bid can be issued. After Bids are received and evaluated, a Purchase Order can be processed.
- You may request emergency orders without leaving your office. After entering the Requisition, simply notify the necessary individuals for electronic approvals, fax any necessary documentation to Purchasing, and email Purchasing (purch@email.uah.edu) about the emergency request. Then you will receive a phone call when the Purchase Order is ready for pick-up.
- Using the Requisition number, you are able to track Requisitions from data entry, through the approval process, to Purchase Order issuance and finally to payment. Contact Accounts Payable for questions regarding invoices, payments, or their status.
- Screening of University equipment is accessible through the Fixed Assets/Inventory Control module. The item de-

scriptions transfer from the Purchasing module; therefore, list the item name first and then the details (i.e., “Printer, Hewlett Packard LaserJet, etc.”).

Submitting electronic requisitions for Consultants/Subcontracts

*Adapted from “The Research Quarterly” published by UAH Research Administration, July 2000, Volume 6, Number 3.

Effective July 11, 2000 Research Administration (RA) will no longer approve issue-check Requisitions for Consultant/Letter Subcontracts that are submitted through the online requisition process until all supporting documentation has been received.

RA requires departments to fax (at 824-6677) the following documents once the Requisition has been entered in the database screens:

- a. copy of the online Requisition
- b. copy of signed Letter Subcontract
- c. copy of invoice
- d. copy of travel receipts
- e. if payment is for a UAH employee, an **original** copy of the PAF and invoice(s), which are to be delivered to RA

On receipt of supporting documentation, Research Administration approves the Requisition electronically. You must then forward a copy of the online Requisition attached to original supporting documentation (excluding PAF) to **Purchasing**.

Failure to follow these procedures will result in a delay in issuing checks for payments to Consultants. The PO required to authorize Accounts Payable to issue checks will not be released without original supporting documentation.

Any questions concerning this policy should be directed to Gloria Greene, 824-2659 or Laurie Salehi, 824-2649.*

To avoid delays in processing Purchase Orders, departments should send the original documentation, attached to a copy of the online Requisition, to Purchasing as soon as you obtain all electronic signatures. Contact Margayle Williams, 824-6485, with any questions or problems.

Purchasing Services' Guide for Requisition Routing

To expedite the processing of your Requisition, you may assign the Requisition to the appropriate buyer. Enter the buyer's initials (see below) in the "Buyer" field on the **25U Requisition Header Maintenance** screen. Once the Requisition has the appropriate electronic signature approvals, it will go directly to the designated buyer. This procedure will assist you in knowing who to contact about your Requisition.

Candace Townley CST
Director, Purchasing Services
824-6492

- Disposal of hazardous chemical waste
- Furniture
- Plant maintenance
- Printing: Timetable of Classes, Catalog
- Vehicle lease

Alice Gilley AAG
Assistant Director, Purchasing Services
824-6489

- ACT/GED Tests
- Alabama Surplus Property
- Automobile supplies: parts and service
- Books/journals/maps
- Bulk mailing
- Clean room supplies/equipment
- Electrical supplies/equipment
- Electronic parts/supplies
- Food service supplies/equipment
- HASP Modules supplies
- Laboratory furniture
- Lawn care
- Machine shop supplies/equipment
- Meals/catering
- Microfilming
- Moving contract: interstate & local
- Optical supplies/equipment
- Paint supplies/equipment
- Page charges
- Patent payment
- Printing: tabloid
- Safety supplies/equipment
- Scientific: supplies/chemicals/equipment (Fisher, Aldrich, Sigma, Carolina Biological)
- Subscriptions
- Tools and metals
- Window treatments

Sandy English SJE
Senior Buyer
824-6675

- Airfare
- Computer cables and installation
- Computer hardware/software/peripherals/upgrades

- Computer hardware/software/peripherals maintenance and service agreements
- Computer supplies (diskettes, cartridges)
- Gas card charges
- Lodging
- Network systems and accessories
- Printers
- Registrations
- Substitute teachers
- Telecommunications: Equipment/software/parts/supplies/service & maintenance

Terence Haley TBH
Senior Buyer
824-6674

- Advertisements
- Art supplies/equipment
- Athletic supplies/equipment
- Audio-visual supplies/equipment
- Automobiles
- Building supplies
- Bus service (charter)
- Equipment rental
- Fax machine supplies/equipment
- Film rentals/purchase
- ID Card supplies/equipment
- Janitorial supplies
- Library supplies/equipment
- Mailing supplies/equipment
- Maintenance/repair of equipment
- Medical supplies
- Memberships
- Musical instruments
- Office supplies/machines/equipment
- Pagers/communication equipment
- Pest control
- Photographic supplies
- Plaques/awards
- Plumbing supplies
- Printing: forms/decals/Exponent
- Refrigeration and air conditioning
- Trash collection
- T-shirts/novelty items
- Test instruments
- Warehouse supplies/equipment

Margayle Williams MMW
Senior Business Services Assistant
824-6485

- Contracts for Professional Services
- Subcontracts
- Honorariums

Keshia Askew KCA
Expeditor
824-6491

- Change Orders

Staff changes

We have some new faces in Purchasing Services and Business Services. We recently promoted **Keshia Askew** to Expeditor. **Katina Cunningham** is our new Purchasing Services Assistant. **Nancy Snowden** is our new Staff Assistant for Business Services. Their contact numbers are as follows:

- Keshia Askew 824-6491
- Katina Cunningham 824-2152
- Nancy Snowden 824-6484

Website

Keshia Askew is currently designing our website. This site will encompass all areas of Business Services and will include information on electronic requisitioning, Bid information, our newsletter, services, and other information to assist you.

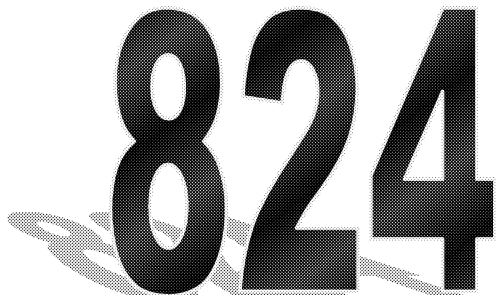


Telecommunications

First, the big news: Telephone Services is now **Telecommunications!** We changed our name to more accurately reflect our scope: to provide telecommunications support to the UAH Community.

System upgraded and prefix changed

Last August we upgraded the campus to a new centralized PBX. This upgrade enabled us to surplus the majority of the existing equipment, which had far outlived its useful life. The campus also received a new prefix, **824**, which spells "UAH" on a telephone keypad.



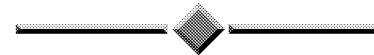
The new system offers a wide variety of features not previously available to all campus telephones. Caller ID and a centralized voice mail system are the two main advantages of our new system. For faculty and staff, your current telephone num-

ber can now "follow" you anywhere you move on campus; you won't need to change your number.

Also, with the new system you no longer need to worry about "lines." Lines are now the Telecommunications Department's responsibility. The number of "lines" or numbers that appear on your phone is only limited by the specific phone set. You are charged according to physical phone unit, not the number of lines. With a centralized PBX we possess enough digital circuits (a digital circuit = one voice conversation, in this instance) to ensure adequate phone service for the campus.

The voice mail system is the most up-to-date system available on the market today. It's well known for system clarity and ease of use. You only have to input the last four digits of your phone number to access your mailbox, even if you dial into the system from outside the campus.

We will continue to work with the vendor on completing the installation. If you have any questions or concerns about your telephones contact Telecommunications at 824-6129.



The Copy Center

The Copy Center recently made staff changes and revised prices to improve services and be more competitive.

Staff changes

- UAH Account Manager: **Cindy Frost**
Office Number: **824-2148**
Pager: **1-888-691-2259 pin 05411**
- Customer Service Representative: **Dawn Cribbs**
Office Number: **824-6383**
- DocuTech/DocuColor Specialist: **Jon White**
- Finishing/Delivery Specialist: **Jerry Brown**
- Campus Copier Associate: **Trish Zlukta**
Office Number: **824-2145**
Pager: **720-1471**

Services and special prices provided

We print in both black-and-white and color on digital equipment. We can print or copy business cards, letterhead, 2-, 3-, and 4- part forms, invitations, bulk mailings, and much more. Price lists are available in the Copy Center. Special pricing is available for large quantities of copies. We encourage you to stop by or call us with inquiries on the services or special prices we can provide.

Because of our commitment to provide the best possible copying and printing services to the entire faculty, staff, and student body of UAH, we encourage your comments, suggestions, and/or complaints. Contact Cindy Frost to discuss your issues, questions, or special pricing needs at either 824-2148 or the main Copy Center number, 824-6383.

Campus File Transfer Protocol (FTP) instructions

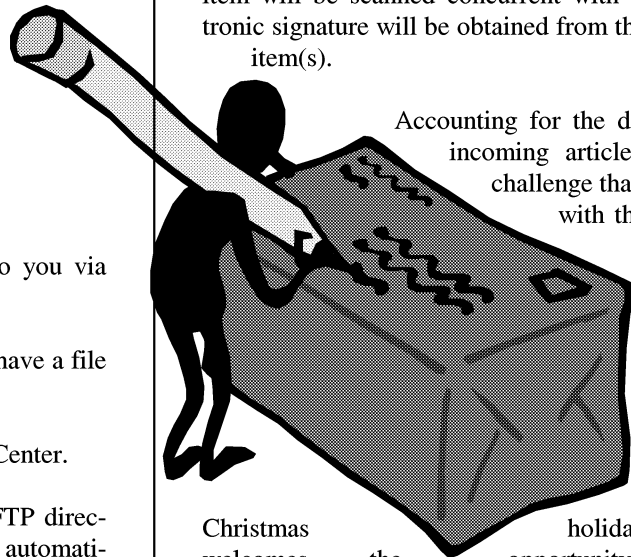
1. Contact Jon White at the Copy Center at 824-6383. He will create for you a home directory and give you a password.
2. Open Internet Explorer.
3. In the Address Window near the top of the screen, replace **HTTP://** with the following: [FTP://146.229.16.1](ftp://146.229.16.1)
4. On reaching your destination, Internet Explorer will give you an error message.
5. Click **OK** to close the dialog box.
6. Go to File on the menu bar.
7. Select **Login As:**
8. Type the directory name and password given to you via telephone conversation with Jon White.
9. Contact the Copy Center to let us know that you have a file in your FTP directory.
10. Fill out a Print Request and return it to the Copy Center.
11. On completion of your job, log back into your FTP directory and delete your file. (NOTE: Files will be automatically deleted after 14 days unless otherwise notified.)

Mail, Material Control, & Receiving

Enhanced tracking capabilities for UPS, FEDEX, and commercial carrier mail

The Material Control department is establishing automated tracking capabilities for incoming articles of mail shipped via UPS, FEDEX, and other commercial carriers. We have acquired new electronic barcode reading devices that can scan into memory information from commercial shipping labels and then download the data into a personal computer. UAH employee database files are then accessed to produce a new "UAH-specific" label, which displays the addressee's name, department, building, and room number to insure correct delivery. We can use the barcode reading devices to obtain electronic signatures for delivery verification and to provide information for the closure report.

The current system for tracking the delivery status of incoming mail applies solely to items acquired with a Purchase Order (PO) or Limited Purchase Order (LPO). Only PO and LPO items currently require a signature to verify delivery and account for final disposition. In contrast, the most significant advantage of the new system is that it will allow the Material Control department to track the delivery status of **all** incoming items. The barcode information on the address label of each item will be scanned concurrent with delivery, and an electronic signature will be obtained from the person accepting the item(s).



Accounting for the delivery and receipt of incoming articles of mail is a daily challenge that we hope to overcome with the new system and the expanded capabilities that it provides. We are working to complete acquisition of the new system within the next sixty days and have it online prior to the Christmas holiday break. Our staff welcomes the opportunity to provide more efficient and responsive service to the UAH faculty and staff. Call Jim Gates or Robert Perry at 824-6315, -2167, or -2169 for personalized service in meeting your material control needs. Our telephone lines are always open to assist you.

Open Bid Information

Open bids are standing bids established by the University on frequently purchased items. For further information on these items, contact the responsible Buyer.

Alice Gilley 824-6489

SCIENTIFIC APPARATUS, EQUIPMENT, AND SUPPLIES

Bid #**T018727** Valid thru **5/29/02**

Fisher Scientific

Vendor Number: A0000017492
Contact: Melton Parris
Telephone: 800-766-7000

INTERSTATE RELOCATION & STORAGE

Contract #**T009955** Valid thru **5/1/02**

Coleman American Moving (Covan)

Vendor Number: A0000040021
Contact: Steve Martin
Telephone: 800-239-7700 ext. 1242

ELECTRICAL SUPPLY

Contract #**600** Valid thru **2/29/02**

Graybar Electric

Vendor Number: A0000019562
Contact: Mike Burnthall
Telephone: 536-6651

LOCAL & CAMPUS MOVES

Contract #**P013** Valid thru **2/30/01**

Dixie Moving & Storage

Vendor Number: A0000098860
Contact: Tina
Telephone: 837-4030

Terence Haley 824-6674

OFFICE SUPPLIES

Bid #**B000693** Valid thru **9/30/01**

Office Depot

Vendor Number: A0000086953
Contact: Lee DeFore 205-444-9091
Telephone: 800-846-2902

800-229-4888
Account: #27545448

Account:

The University has entered into a contract for office supplies with Office Depot, Business Services Division. This contract provides a discount of 52% off retail price for office supplies. Catalogs will be distributed and also may be obtained from Purchasing Services.

VAN RENTAL (15 PASSENGER)

Bid #**B000761** Valid thru **9/30/01**

Thrifty Car Rental

Vendor Number: A0000154990
Contact: Al Bryan
Telephone: 772-9653

Daily rental cost: \$79.99
Mileage: Unlimited
Surcharge: 7.5%

FAX MACHINES

Contact Terence for a list of machines on the bid.

MULTIMEDIA & OVERHEAD PROJECTORS

Contact Terence for a list of projectors on the bid.

Sandy English 824-6675

TONER CARTRIDGES FOR HEWLETT-PACKARD PRINTERS

Bid #**B000794** Valid thru **9/30/01**

Corporate Express Imaging

Vendor Number: A0000011750
Contact: Bill Burris
Telephone: 800-223-8673
Fax: 800-269-9719

HP LaserJet Series II, IID, III & IIID	92295A	\$ 53.21
HP LaserJet Series 4L, 4M, 4P & 4MP	92274A	50.96
HP LaserJet Series IIP, IIP & IIP Plus	92275A	56.52
HP LaserJet Series IIISi, 4SI & 4SIMX	92291A	92.29
HP LaserJet	92285A	77.36
HP LaserJet 4V & 4MV	C3900A	113.85
HP LaserJet 6L series	C3906A	44.39
HP LaserJet 5, 5M, 5SI, 5SIMX	C3909A	134.48
HP LaserJet 4000 & 4050 series	C4127A	\$ 73.43

HP LaserJet 5000 series	C4129X	120.36
HP LaserJet 8000 series	C3909A	134.48
HP DeskJet 840C BLACK	C6615AN	23.14
TRI-CHAMBER COLOR	C6625AN	25.18
HP 220CXI, 2250 & 2250TN Cartridges		
CYAN	C4836A	26.54
MAGENTA	C4837A	26.54
YELLOW	C4834A	26.54

Pomeroy Computer Resources

Vendor Number: A0000114480
 Contact: Denise Michael
 Telephone: 800-599-0138 ext. 135
 Fax: 205-752-8109

HP LaserJet 5P, 5MP, 6P, 6MP	C3903A	\$ 60.80
HP Color LaserJet 5 and 5M BLACK	C3105A	6.25
HP Color LaserJet 4500 series BLACK	C4191A	70.30
HP DeskWriter 1600CM	51645A	24.47

Matrix Data/MCSI

Vendor Number: A0000054000
 Contact: Stephanie Kuzmich
 Telephone: 800-456-3325
 Fax: 800-723-2380

HP LaserJet 4, 4M, 4Plus, 4M Plus, 5, 5M, 5N	92298A	\$ 74.04
HP LaserJet 5 and 5M YELLOW	C3103A	28.94
MAGENTA	C3104A	28.94
CYAN	C3102A	28.91
HP LaserJet 1100 series	C4092A	48.03
HP LaserJet 2000 & 2100 series	C4096A	80.75
HP Color LaserJet 4500 series CYAN	C4192A	98.87
MAGENTA	C4193A	98.87
YELLOW	C4194A	98.87
HP Color LaserJet 8500 series BLACK	C4149A	90.43
CYAN	C4150A	140.15
MAGENTA	C4151A	140.15
YELLOW	C4152A	140.15
HP DeskWriter C, 550C, 540, DeskWriter and DeskJet 560C	51626A	23.98
Color Kit for above	C3280A	29.54
HP DeskJet 340 BLACK	51633M	20.61
COLOR	51625A	25.15
HP DeskJet & DeskWriter 660C	52629A	23.98
COLOR	51649A	25.15
HP DeskJet 670C & 692C BLACK	51629A	23.98
COLOR	51649A	25.15
HP DeskJet 820CXI, 870CXI, 1600C		
BLACK	51645A	23.98
820CXI, 870CXI COLOR	51641A	25.15
HP DeskJet 930C, 970CXI, 1220CXI		
BLACK	51645A	23.98
TRI-CHAMBER COLOR	C6578AN	49.64
HP Deskjet 1600C CYAN	51640C	25.15
MAGENTA	51640M	25.15

YELLOW	51640Y	25.15
--------	--------	-------

Printheads for HP 2200CXI, 2250 & 2250TN		
BLACK	C4810A	\$ 26.40
CYAN	C4811A	26.40
MAGENTA	C4812A	26.40
YELLOW	C4813A	26.40
Cartridges for HP 2200CXI, 2250 & 2250TN		
BLACK	C4844A	25.94

Printheads for HP 2500CXI, 2500 C+ & 2500CM		
BLACK	C4800A	\$ 26.60
CYAN	C4801A	26.60
MAGENTA	C4802A	26.60
YELLOW	C4803A	26.60

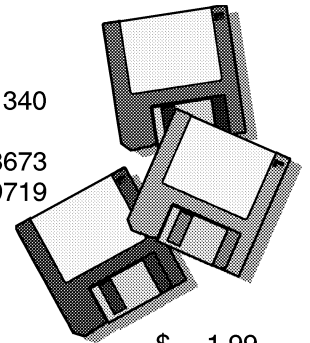
Cartridges for HP 2500CXI, 2500 C+ & 2500CM		
BLACK	C4844A	\$ 25.93
CYAN	C4841A	25.93
MAGENTA	C4843A	25.93
YELLOW	C4842A	25.93

DISKETTES, CARTRIDGES, ZIP DISKS, CDS

Bid #B000795 Valid thru 9/30/01

IBS International Business

Vendor Number: A0000111340
 Contact: Bill Burris
 Telephone: 800-223-8673
 Fax: 800-269-9719



<i>Preformatted:</i>		
3 1/2" DS/HD 10/bx		\$ 1.99
3 1/2" DS/HD 50/bx		9.95
3 1/2" DS/HD Multicolor 10/bx		3.67

Colorado Memory Systems Jumbo Data Cartridge Tapes		
120MB		\$ 7.97
250MB		7.97
CD'S-Recordables Branded CD-R Single		0.52
10-pack		5.20

Dartek Computer Supply Corp.

Vendor Number: A0000013620
 Contact: Loreta Janca
 Telephone: 800-553-8223 ext. 4518
 Fax: 800-524-4424

Colorado Memory Systems Jumbo Data Cartridge Tapes		
350MB		\$ 9.79
Colorado Memory Systems T100		14.85
Colorado Memory Systems T3000		18.44

INMAC

Vendor Number: A0000023020
 Contact: Timothy McQuade
 Telephone: 800-622-6222 ext. 7059
 Fax: 203-851-7059

Zip Disks			
250MB Zip Media	Single	\$ 11.37	
	6 pack	68.24	
CD Rewritables 74 min.	3 pack	3.30	
	10 pack	10.99	

ABM Federal Sales

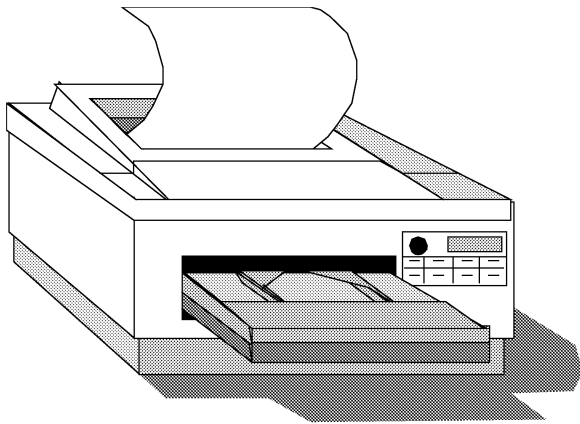
Vendor Number: A0000181540
 Contact: Vince Valenza
 Telephone: 800-522-9226
 Fax: 800-729-4454

Zip Disks			
100MB Zip Disks	Single	\$ 8.29	
	10 pack	82.90	

Mustang

Vendor Number: A0000207690
 Contact: Anna Maria Ford
 Telephone: 800-727-7753
 Fax: 954-722-2993

CD Rewritables 74 Min.	Single	\$ 1.20	
------------------------	--------	---------	--

**PRINTERS, SCANNERS, & ACCESSORIES**Bid #**B000793**Valid thru **4/5/01****Pomeroy Computer Resources**

Vendor Number: A0000114480
 Contact: Denise Michael
 Telephone: 800-599-0138 ext. 135
 Fax: 205-941-3255

Printers

C4225A HP LaserJet 1100XI	\$ 379.00
C4139A HP LaserJet 2100XI	582.00
C4171A HP LaserJet 2100M	675.00
C4251A HP LaserJet 4050	970.00
C4252A HP LaserJet 4050T	1094.00
C7829B HP LaserJet 4050 USB	1091.00
C4253A HP LaserJet 4050N	1319.00
C4110A HP LaserJet 5000	1270.00
C4111A HP LaserJet 5000N	1794.00
C4112A HP LaserJet 5000GN	2156.00
C4085A HP LaserJet 8000	1780.00
C4086A HP LaserJet 8000N	2192.00
C4215A HP LaserJet 8100N	2459.00

Color Laser Printers

C4084A HP 4500 Color Printer	\$ 2148.00
C4089A HP 4500N Color Printer	2527.00
C7096A HP 8550 Color Printer	3907.00
C7098A HP 8550DN Color Printer	6287.00

Scanners

C8473A HP Scanjet 5370CXI	\$ 237.00
---------------------------	-----------

Inkjet Printers

C2697A HP DeskJet 350C	\$ 231.00
C6414A HP DeskJet 840C	130.00
C6427A HP DeskJet 930C	170.00
C2694A HP DeskJet 1220CXI	417.00
C2690A HP 2200CXI	423.00
C2687A HP 2500CXI	814.00
C2685A HP 2500CM	241.00

SDF Professional Computer, Inc.

Vendor Number: A0000214900
 Contact: Shiv/Rajrani Ajmera
 Telephone: 800-756-4727
 Fax: 252-752-8109

Printer

C4219A HP LaserJet 1100 A XI	\$ 428.00
------------------------------	-----------

Scanner

C7693A HP ScanJet 5300CXI	215.00
---------------------------	--------

Inkjet Printer

C6428A HP DeskJet 950C	214.00
------------------------	--------

Technology America

Vendor Number: A0000141110
Contact: Gerald/Sharon
Telephone: 800-808-6630
Fax: 205-733-1611

Printer
C4214A HP LaserJet 8100 \$ 2411.48

Scanner
C7693A HP ScanJet 5300CXI \$ 215.00
C7679A HP ScanJet 6390C 721.06
Inkjet Printer
C6429A HP DeskJet 970CXI 262.99

Alabama Computer Systems, Inc.

Vendor Number: A0000087330
Contact: Jessica Panie
Telephone: 205-823-8884
Fax: 205-823-8878

Printer
C4216A HP LaserJet 8100DN \$ 2518.00

Color Laser Printer
C7097A HP 8550N Color Printer \$ 4374.00

JDR Computer Solutions, Inc.

Vendor Number: A0000236110
Contact: Brian Hayden
Telephone: 800-331-9116 ext. 206
Fax: 732-530-1876

Scanner
C7673A HP ScanJet 6300CXI \$ 340.00

Pruitt's Office Machines

Vendor Number: A0000036280
Contact: Hobert Pruitt, Jr.
Telephone: 256-350-6916
Fax: 256-350-6964

Printer
C8087A HP LaserJet 8000DN \$ 2517.00

COMPUTERS

Bid #B000759

Valid thru 12/31/01

Datac

Vendor Number: A0000163090
Contact: Robert Breeden
Telephone: 256-880-6720
Fax: 256-881-0143

Pentium II 600 MHz 133MHz Bus
Pentium III 733 MHz 133MHz Bus
Pentium III 866 MHz 133MHz Bus

All systems come with 1.44 MB 3.5" floppy drive, 4MB video card, 101 key keyboard, Microsoft Windows 98, Microsoft Mouse, and a mid-tower case.

Memory, monitor, hard drive, network card, sound card, and speakers are all options available in different specs to meet your needs.





REMINDERS

Electronic requisitions

- **Who can Purchasing contact when we have questions about your Requisition?**

The last line on screen 25U is for the contact person and telephone number (the “user” information on the old paper Requisition).

- **Where is your order to be delivered?**

On screen 251, go to the address line and type **1** and press enter. The address information will appear. (If you have a different address from the main campus see page 14 of the Online Requisitioning User’s Guide for the appropriate number for your address.)

Tab down to the blank lines in the address section and enter:

- Name of the person to whom the goods are to be delivered
- Department
- Building and room number

Abbreviate whenever possible, because we also use this space to enter the Purchase Order number.

- **Do you have a text code?**

Text codes on 251 are not necessary but may be used if a particular code pertains to the Requisition. See Attachment—Standard Text Codes in the Online Requisitioning User’s Guide for a list of text codes.

- **Don’t forget the UPO Code.**

While not required, typing an **M** in the UPO Code field allows multiple invoices to be sent and paid against a Purchase Order, which is very helpful to Accounts Payable.

- **Is this a Change Order to an existing Purchase Order?**

On the “Quote Ref:” line of the Requisition, be sure to type **Change Order to PO_____** and enter the PO number. Without this information we have no way to tell it is a Change Order to an existing PO.

- **Are you having problems locating a vendor?**

The easiest way to check for a vendor is by entering the **first three letters** of the vendor’s name.

- **Are you walking-thru a Requisition?**

Don’t forget to email Purchasing at purch@email.uah.edu when your walk-thru Requisition is ready to process. Do provide the Requisition number. Don’t forget to fax any attachments or back-up information with the Requisition number clearly indicated.

- **Want to know the status of your Requisition?**

Check screen 25U. When the Requisition has been assigned, the buyer’s name will appear. When a Bid or a Purchase Order has been issued, the number will appear as the Ref. No. on the Requisition. If no reference number appears:

- Check screen 252 to make sure that all the approvals have been obtained.
- Make sure “DOCUMENT HAS BEEN ACCEPTED” appears on the bottom of screen 256 (the trailer screen).
- Check screen 256 to see if the account number is highlighted. If it is, you need to contact General Accounting or Contracts and Grants Accounting concerning a BBA.

- **Keep signature approvals updated.**

As faculty, staff, and signature authority levels change, remember to update your signature authorizations on file. These files are maintained through

Finance & Budgets, based on the signature authorization forms submitted by departments.

Spell Checkers ALWAYS WORK!!!

Eye Halve a Spelling Chequer

Eye halve a spelling chequer
It came with my pea sea
It plainly marques four my revue
Miss steaks eye kin knot sea.

Eye strike a key and type a word
And weight four it two say
Weather eye am wrong oar write
It shows me strait a weigh.

As soon as a mist ache is maid
It nose bee fore two long
And eye can put the error rite
Its rarely ever wrong.

Eye have run this poem threw it
I am shore your pleased two no
Its letter perfect in it's weigh
My chequer tolled me sew.

–Sauce Unknown

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