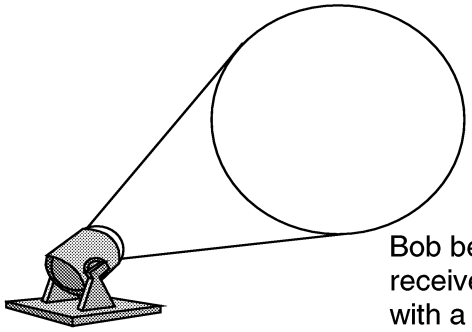
Volume 8
Number 1
July 2001

Business Services Newsletter

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



EMPLOYEE SPOTLIGHT

Bob Blood: Director of Telecommunications

Bob began work on the UAH campus in January 2000 just after UAH received the proposal for the new telephone system. He worked closely with a telecommunications consultant to award the contract and then worked diligently with contractors and UAH personnel to oversee the upgrade and ensure a smooth transition. The new system was installed and fully functional in August 2000.

After graduating from the University of North Alabama in 1982 with a degree in Marketing, Bob worked for Huntsville City Schools for five years in the Purchasing Department. His next position was Purchasing/Telecommunications Manager at the U.S. Space and Rocket Center. He started there soon after the release of the movie ***Space Camp***. The movie sparked a period of growth at the Center, and Bob oversaw the purchase and installation of the entire telecommunications network at Space Camp. When he arrived at the facility, it had 88 phones; when he left to come to UAH, Space Camp had over 700 phones, including a very busy Space Camp Reservations department that handles more than 250,000 calls a year. Also during his 12-year tenure at the Center, he earned an MBA in management from Alabama A&M University in 1989.

Bob and his wife Kathy have one child, a nine-year-old daughter named Sara, who attends third grade at Randolph School. Bob is also a computer enthusiast and enjoys fishing, working on old cars, and home improvements. A passionate record collector, he has a large collection of albums, 45s, and CDs that take up an entire room in his house. His daughter was named after two "Sara" songs, one by Fleetwood Mac and the other ("Sara Smile") by Hall and Oats. Both Bob and his wife are Huntsville natives. Bob graduated from Grissom High School, and Kathy graduated from Lee High School and Athens State University. The Blood family is active in Holy Spirit Catholic Church.

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Business & Purchasing Services

Expeditor's Corner

Many departments have been trying to contact the Expeditor, Keshia Askew, by email. The address in the telephone directory is incorrect. Keshia's email address is askewkc@email.uah.edu.

Here are a few reminders:

- When submitting a Change Order to cancel a Purchase Order, cancel a remaining balance, decrease the quantity of an item, or delete an item, you **must** submit the Change Order on a paper Change Order or Requisition, because the online Requisition system will not recognize negative encumbrances.

  Always provide an explanation for the Change Order such as:

  - Cancel remaining balance.
  - Cancel Purchase Order—never used, never received, or vendor does not accept Purchase Orders.
  - Use "no longer needed" only if the period of performance is still active.
  - Delete item—unavailable, discontinued, or no longer needed.

- When submitting a Change Order to increase a Purchase Order, you can use the online Requisition system.

  Always provide an explanation for the Change Order such as:

  - Increase item—need additional item or original price incorrect.
  - Increase encumbrance for a blanket order.
  - Increase quantity of an item.
  - Add an item.

  When in doubt about an explanation, contact the Expeditor at 6491 or **askewkc@email.uah.edu**.

- When calling a vendor to make changes to a Purchase Order, all orders must have a Change Order in place to support the change; verbal changes are not acceptable.

- If for some reason the department contacts the vendor for a return, then you must contact the Expeditor with the return information, or give the vendor your name and mailing information so the RMA (Return Material Authorization) can be sent to your attention. You should give any information received from the vendor to the Central Receiving clerk. **All returns should be processed through Central Receiving for tracking purposes.**

Electronic ordering via the internet

Purchasing Services has entered into agreements with Office Depot and Fisher Scientific for electronic ordering via the internet. You may obtain current pricing for your office and scientific supplies by using these systems.

Requisition orders, after entry by the requesting department, will be placed in a hold status until Purchasing receives the approved Requisition referencing the vendor's confirmation number. LPO users are able to place their orders directly over the internet (within the bounds of the LPO instructions) without having to leave their office.

If you are interested in using either of these electronic ordering systems, contact Terence Haley 6674 (Office Depot) or Alice Gilley 6489 (Fisher Scientific).

REMINDERS

Walk-Thru Requisitions

Walk-thru time exists for **emergencies only** and does not replace the normal requisitioning process. If you fax the Requisition, write the Requisition number on all faxed attachments. **Do not mail** the original, but bring the original when you pick up the Purchase Order. The original paper Requisition **must** be legible, and **all** areas must be complete. Purchasing **must** receive the original before releasing a Purchase Order. The Purchasing Services Assistant will contact you when the Purchase Order is ready. You should **promptly** pick up (within 24 hours) the Purchase Order when you are notified that it is ready.

Walk-Thru hours are 9:00-10:00 a.m. and 2:00-3:00 p.m., Monday through Friday.

- Requisitions received by 10:00 a.m. will be processed and your department notified when the Purchase Order is ready for pickup.

- Requisitions received after 10:00 a.m. will be processed and your department notified when the Purchase Order is ready for pickup during the next Walk-Thru period.

- Requisitions received by 3:00 p.m. will be processed and your department notified when the Purchase Order is ready for pickup.

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Telecommunications

Fine tuning our new system

Our new telephone system has been up and running for several months now, and we hope everyone is comfortable with the new system. The features of the new system are very broad and deep. If you have any questions or specific needs, please contact us. Below is a list of some of the current areas of concern and descriptions of how some of the features work.

Area Calling: The University subscribes to area calling service. For example, calls to Decatur and Athens are made by pressing "9" just as a local call. You do not need to use the ATTNet for calls to these areas; using the local prefix "9" will result in a quicker connection.

Repairs and Maintenance: Any concerns about your telephone should be addressed to the Telecommunications office. When you see repair people in your building, they may not be familiar with our equipment, so please do not ask them for assistance. Our telecommunications equipment is tailored specifically to this campus and has certain limitations and feature restrictions. Therefore, refer all inquires to our office. Call Mary Jane at 6815 with trouble tickets, moves, adds or changes, or other problems or questions. Her email is **blackwem@email.uah.edu**. Contact Teri Martin for billing inquires or concerns at 6990 or email her at **martintm@email.uah.edu**.

Voice Mail: On pages 4 and 5 of this newsletter you will find basic instructions on how to operate voice mail. Save this or a copy of it for reference when you have new employees or just need a refresher.

If you have voice mail and don't want the phone to ring, simply press call forward, enter the number 2000, and press call forward again. This procedure will put all your incoming calls straight into voice mail, and your phone will not ring. Remember to take off forwarding to receive calls again.

Another feature that works on all campus voice mailboxes is that to log in, you don't have to input your mailbox number (i.e., extension) if you are at your telephone. Simply press the pound key (#) and the system will recognize your extension. You still have to input your password, but this procedure saves some keystrokes.

Operator Assistance Number: You may reach this prompt when you press 8* for help while in your voice mailbox. After pressing 8*, press 0 to program the operator assistance number. The operator assistance number, or revert number, is an optional number that you can give a caller in your voice mail message. Example: "Hello, this is John Smith with the Research Department. Please leave a message at the sound of the tone, or, if you would like to speak to someone right away, please press 0#." When the caller inputs 0#, the call will then go to the phone number you have programmed. Make sure the person who will receive your calls knows that you have forwarded them in this manner.

Executive Options: Our voice mail system has two options that you may find convenient. They are auto logon and auto play. The auto logon feature enables you to log into your voice mail from your office telephone without entering a mailbox number or password. Press the message or message waiting key to automatically log on. The auto play option goes one step further and allows you to hear the date, time, and caller id number (caller id if available), after which the message immediately begins to play. The executive options must be programmed by the Telecommunications Department.

Special July Bonus: As a special bonus to people reading this newsletter, during the month of July, any faculty or staff member who would like this option can have it installed, once per telephone, for free (there will be a charge to disconnect this option). Remember that this feature only works on ONE telephone per mailbox. If you want to check your messages off campus or from any other telephone, you **MUST** remember your password. We will charge to change your password if you forget it. Email Mary Jane at **blackwem@email.uah.edu** with your request, and be sure to give us your mailbox (extension) number.

Voice Mail—General Instructions

To Access Voice Mail	**On campus: Dial 2000.** **Off campus: Dial 824-2000.**
Mailbox Number	**Same as your extension** For example, if your phone number is 824-7551, then your mailbox number is 7551.
To Change Password	**Press 8* and follow prompts.**
Message Indicator	**A broken dial tone (on single line phones)**
To Play Messages	**Press 2.**
To Repeat Messages	**Press 2 again.**
To Delete a Message	**Press 76.** To help preserve system integrity and storage capability, delete your messages immediately after listening to them.
To Log off the System	**Press 83.** Do not just hang up. (However, if you are unable to use 83, then it will be necessary to just hang up the receiver.)
To Record Greetings	**Press 8*. After the prompt, press 2.** **Press 1 for external greeting or 2 for internal greeting.** **Press 5 to start recording your message.** **Press # to end the recording.** A suggested greeting is: "Hello, this is John Smith. I'm either away from my desk or on the phone right now. At the tone, please leave a message." If you are on the phone and receive another call, the call will "hunt" to your voice mail. (You do not have call waiting.)
Read Message Retention	**Set to 5 days.** After you have listened to a message, if you do not delete it yourself, after 5 days the system will delete it for you.

Note: If you delete a message and log off the voice mail system, the message cannot be "regenerated."

Voice Mail—Advanced Instructions

- **Express messaging:** Use express messaging when you want to leave a message for someone without talking to them. This procedure can also be used to "transfer" a call into someone else's voice mail. To send a message using express messaging:

  1. Obtain dial tone and enter the digits 2001.
  2. When the system prompts you for the mailbox, enter the mailbox number to which you want to send the message. End the number with the # key. The "#" is similar to the return key. Example: 7551# will send the message to extension 7551.

  Note: The person receiving the message must have UAH voice mail.

- **Transfer:** To transfer a caller straight to another user's mailbox:

  1. Press the transfer button.
  2. Enter the digits 2001.
  3. At the prompt, enter the mailbox number (i.e., extension) and press #.
  4. Immediately press the transfer button again to move the caller to the requested mailbox.

  Note: UAH does not use name addressing.

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- **Skip Greeting:** When someone's voice mail picks up and you want to skip their greeting, press the # key and leave your message.

- **Pause:** When listening to a voice mail message that you have received, press the # key to pause the message. To have it begin playing again where you paused it, press 2.

- **Voice Speed:** To speed up a slow voice mail message, press 23. The person will talk faster but will still be understandable. For slower playback, press 21.

- **Forwarding a message:** To forward a message for someone else:

    1. After you have listened to the message, press 73. (The system will prompt you.)
    2. Input the mailbox number to which you want to send the message. You can send it to more than one mailbox. Be sure to end each mailbox request with #. After the last mailbox request, press # again.
    3. You may record a greeting with the message. To do this, press 5 to begin recording and # to end recording.
    4. Press 79 to send the message. A copy of what you just did will appear in your mailbox. You can delete it, since it just verifies that the message was sent.

- **Replying:** To reply to a message, both parties must subscribe to the UAH voice mail system. To reply to a message that someone at UAH has sent you:

    1. Press 71 to begin the reply procedure.
    2. Press 5 when you are ready to begin recording. After the tone, record your message. Then press # to end recording.
    3. Press 79 to send the reply.

- **Calling the Sender:** Both parties must subscribe to the UAH voice mail system. If you listen to a message and need to call the sender back immediately, press 9 after listening to the message.

- **Tagging a message:** You have two options: urgent and private tags. If you are calling within UAH, from mailbox to mailbox, you may receive an acknowledgement that your message has been received. To tag a message (after recording it) press # and 70.

    1. For urgent delivery, press 1.
    2. For private delivery, press 4.
    3. For acknowledgement, press 5.

    To send the message, press 79. You can enter the above prompts quickly. For example, press 701 for urgent delivery, or press 704 for private delivery.

- **Assistance:** For help while using voice messaging, press:

    * General help
    7* Message command help
    8* Mailbox command help

Note: If you have trouble hearing the caller's voice on the speakerphone, press the "mute" button to disable the microphone. The microphone is overriding the speaker and causing the voice to fade in and out.

Mail, Material Control, & Receiving

Preparing campus and outgoing mail

Providing correct campus mail addresses: Remember to provide a correct and complete mailing address on each article of campus mail before depositing in the outgoing box. Campus mail addresses should contain the following information:

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 housed.

Always provide the appropriate return address in case a problem occurs in delivery. Additional information is often helpful but unnecessary.

Preparing ordinary outgoing mail: Before depositing ordinary outgoing mail into the receptacle for Mail Service pick-up, you must provide a departmental account number so that we can charge the postage to your account. Simply write (in pencil or pen) the departmental account number on each piece of mail or on the top copy of each bundle, if mailing multiple pieces. Be sure to use sturdy rubber bands or other suitable clasping devices if bundling together multiple pieces of outgoing mail.

Sealing envelopes: Mail Service clerks use a high-speed mail-processing machine (the IMS Hasler) to seal envelopes and apply postage. You don't need to request the Mail Service clerks to seal your outgoing envelopes; just provide the mail in the required format, as follows:

1. Ensure that each article of unsealed mail is of the same shape and size.
2. Orient each piece of mail in the same direction.
3. Bundle them together as if already sealed.

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.

Standard Mail replaces Bulk Mail

What Is Standard Mail? One of the most significant provisions of the Postal Reform Act of 1997 was the replacement of the mail classification known as Third-Class Bulk Mail with a new but similar classification known as Standard Mail. US Postal Service representatives are strictly enforcing the revised guidelines. We caution all Postal Service customers against continued use of the term "Bulk Mail."

Assistance in planning, preparing, and dispatching 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" exist and are administered through University Relations.

Always seek the technical assistance of University Relations before having letterhead envelopes printed or other material that will be used as outgoing mail. Specific instructions for the sorting, packaging, and labeling of Standard Mail are readily available through a UAH Mail Service representative. You may request Standard Mail supplies (e.g., trays, labels, and stickers) by dialing 6116, or emailing requests to **mailsvcs@email.uah.edu**.

Requesting Express Mail supplies

Federal Express, Airborne Express, United Parcel Service, and US Postal Service Overnight Express Mail envelopes, cartons, labels, and other supplies are available to UAH faculty/staff on request. Submit requests for supplies by telephone to 6315 or by email to **mailsvcs@email.uah.edu**.

Tracking parcels electronically

Material Control clerks now use an electronic parcel accounting system to track the delivery status of all incoming parcels and freight received at the Central Receiving Building. The system employs barcode reading devices to scan and download label information and generates documentation of subsequent delivery actions.

Signature capture features allow the portable barcode readers, or scanners, to accompany articles to the delivery destination. This feature enables receiving clerks to obtain proof of delivery without bulky forms, manifests, etc. This system replaces the manual tracking and record keeping system that has been in use since the establishment of the Material Control Department.

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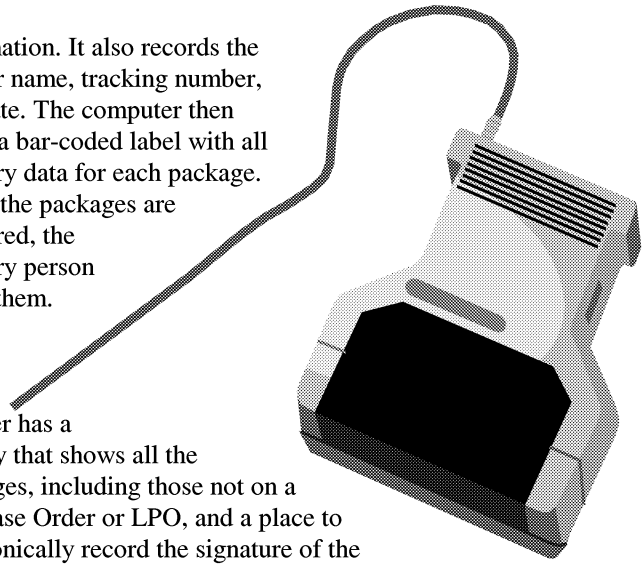
As packages arrive, the barcode scanner, similar in appearance to a Palm Pilot, records the location, user, and Purchase Order

information. It also records the vendor name, tracking number, and date. The computer then prints a bar-coded label with all delivery data for each package. When the packages are delivered, the delivery person scans them.



The scanner has a display that shows all the packages, including those not on a Purchase Order or LPO, and a place to electronically record the signature of the recipient. As deliveries are completed, the data collected in the scanners is downloaded to the computer. The computer produces a printout of all transactions and signatures for the day.

The new system increases speed and operating efficiency and therefore improves customer satisfaction and confidence, helping us to meet our number one goal—providing the highest caliber of service possible to the UAH community.

Acquiring, storing, and turning in containerized gas cylinders

To enhance accountability associated with containerized gas cylinder acquisitions, storage, and turn-ins, the Material Control Office now requires signatures from all gas cylinder recipients. This policy change will enhance our ability to account for the quantity and location of compressed gas containers scattered across campus. We are attempting to eliminate problems such as: (1) gas cylinders routinely stored in non-secured areas, (2) frequent changes in location of scientific laboratories, and (3) changes to research contracts that are not reported to the Material Control Office.

In addition, the Material Control Office will no longer accept verbal authorization to change or correct account numbers used to purchase gas or pay monthly rental fees on the cylinders. A new form, CRB/Material Control Form 01-002 (3/01), must be completed and signed by the Budget Unit Head to change an account number. We will change no account number without written authorization from the cylinder user and the department Budget Unit Head.

To avoid payment of unnecessary rental charges/fees, report empty or unused cylinders to the Material Control Office (fax: 7448, email: **perryr@email.uah.edu**) as early as possible. We will coordinate with the vendor to ensure that empty cylinders are returned promptly. The current rental fee of $9.00 per cylinder per month is charged to each department having cylinders on campus. Remember to use only the properly signed Gas/Alcohol Request Form, CRB FORM 1-001 (1/97), to order containerized gases or laboratory alcohol. This form is available from the Material Control Office at 6315.

UAH Copy Center

New staff member: The UAH Copy Center would like to introduce the newest member of our family: Jackie Hankins. His duties include finishing, delivering, and marketing.

Call for job quote: Everyone is watching his or her pennies, so please let us provide you a quote on your next job. Call 6383 if you need us to pick up your job.

Now accepting credit cards: The Copy Center now accepts VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS, and the campus-wide CHARGER CARDS.

Using Charger Cards: Departmental Charger Cards are available through Anne Harper at the University Center. Use Charger Cards at campus copiers at the following:

Library	UC 200 Lobby
ASB Lobby	TH N105
CCRH	TH N321
EB 208	RH 308
MDH 2nd floor	MH 214
NB student lounge	

Instructions for using the Charger Cards are as follows:

1. Insert card into reader slot starting at top and sliding down until stopped. DO NOT REMOVE.
2. A message will display the remaining balance on the card.
3. Press the appropriate keys on the copier to make the copies (e.g., number of copies).
4. The reader will display the number of copies made and the total price.
5. When finished, remove your card. Your account will be debited for the copies.

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 **#P0021** Valid thru **2/30/04**

Dixie Moving & Storage
Vendor Number: A0000098860
Contact: Tina
Telephone: 837-4030

Huntsville Moving Service, Inc.
Vendor Number: A0000132530
Contact: David Proffitt
Telephone: 859-6683

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

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
	COLOR	C6625AN	25.18
HP 220CXI, 2250 & 2250TN Cartridges			
	CYAN	C4836A	26.54
	MAGENTA	C4837A	26.54
	YELLOW	C4834A	26.54

NOTE: Canon and HP cartridges are the same.

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	$ 66.80
HP Color LaserJet 5 and 5M	BLACK	C3105A	6.85
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	$ 78.41
HP LaserJet 5 and 5M	YELLOW	C3103A	32.85
	MAGENTA	C3104A	32.85
	CYAN	C3102A	32.85
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/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
	COLOR	51641A	25.15
HP DeskJet 930C, 970CXI, 1220CXI			
	BLACK	51645A	23.98
	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

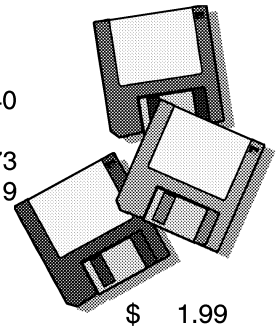
BLACK	C4800A	$ 26.60
CYAN	C4801A	26.60
MAGENTA	C4802A	26.60
YELLOW	C4803A	26.60

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

Preformatted:

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

CDs-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 #**B000844** Valid thru **12/31/01**

Megabyte International Corporation

Vendor Number:	A0000263390
Contact:	Jerrod Buchman
Telephone:	813-884-8780 ext. 23

LaserJet Printers

C4225A HP LaserJet 1100XI	$ 383.92
C4219A HP LaserJet 1100AXI	436.02

Inkjet Printers

C2687A HP 2500CXI	858.31
C2685A HP 2500CM	1288.56

SDF Professional Computer Services

Vendor Number:	A0000214900
Telephone:	800-756-4727
Fax:	252-752-8109

Inkjet Printers

C2690A HP 2200CXI	426.73

Technology America

Vendor Number:	A0000141110
Contact:	Gerald/Sharon
Telephone:	800-808-6630, ext. 38
Fax:	205-733-1611

LaserJet Printers

C7044A HP LaserJet 1200	$ 342.64
C7045A HP LaserJet 1220	445.64
C7058A HP LaserJet 2200d	687.35
C7061A HP LaserJet 2200dtn	1228.43
C8049A HP LaserJet 4100	964.75
C8050A HP LaserJet 4100n	1363.71
C8051A HP LaserJet 4100tn	1580.01
C8052A HP LaserJet 4100dtn	1818.28
C4110A HP LaserJet 5000	1269.63
C4111A HP LaserJet 5000N	1799.07
C4112A HP LaserJet 5000GN	2267.26
C4265A HP LaserJet 8150	1744.67
C4266A HP LaserJet 8150N	2138.50
C4267A HP LaserJet 8150DN	2566.06

Color Laser Printers

C7085A HP Color LaserJet 4550	$ 1744.67
C7086A HP Color LaserJet 4550N	2056.57
C7096A HP Color LaserJet 8550	3972.00
C7097A HP Color LaserJet 8550N	4885.65
C7098A HP Color LaserJet 8550DN	6396.23

Inkjet Printers

C2697A HP DeskJet 350C	226.52
C6414A HP DeskJet 840C	85.83
C6427A HP DeskJet 930C	126.93
C6428A HP DeskJet 950C	168.22
C8932A HP DeskJet 960CXI	248.55
C6429A HP DeskJet 970CXI	245.54
C2694A HP DeskJet 1220CXI	402.46

Scanners

C7733A HP ScanJet 4300CXI	120.24
C7693A HP ScanJet 5300CXI	157.88
C8473A HP ScanJet 5370CXI	234.45
C7713A HP ScanJet 7400C	381.40
C7715A HP ScanJet 7450C	527.01

COMPUTERS

Bid **#B000851** Valid thru **7/31/01**

Datac

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

Pentium III	733MHz	133MHz Bus
Pentium III	800MHz	133MHz Bus
Pentium III	866MHz	133MHz Bus
Pentium III	933MHz	133MHz Bus
Pentium III	1000MHz	133MHz Bus

All systems come with 1.44 MB 3.5" floppy drive, 4MB video card, 101 key keyboard, Microsoft Windows 2000 Professional, 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.

Candace Townley 824-6492

FURNITURE

Bid **#B000820** Valid thru **12/31/03**

The University has a contract for various manufacturers' furniture, including installation by an authorized dealer with all purchases. Contact Candy for a list of manufacturers, authorized dealers, and the discounts.

Reminders, continued

- Requisitions received after 3:00 p.m. will be processed and your department notified when the Purchase Order is ready for pickup during the next Walk-Thru period.

When Purchasing Services notifies you that the Purchase Order is ready, you may pick it up anytime between 8:15 a.m.-5:00 p.m., Monday through Friday.

Vendor requests for the online system

All company vendor requests should include the full name of the company (and its acronym in parentheses, if available), address, phone number including area code, and fax number, if available. Individual vendor requests should include name, address, phone, fax, and tax identification number or social security number. The first line should be the name of the company or individual that the check should be made payable to.

All vendor requests on subcontracts should provide the business classification of the vendor (e.g., SB Small Business).

Online Requisitions

Contact: Contact information is very important. Your Requisition should include the person's name and phone number to be contacted for questions concerning the Requisition and for Purchase Order pickup. The contact person should be familiar with the Requisition.

Start Date and End Date: From July 1 through September 30, the "Start Date" and "End Date" fields on screen 25U will be activated. Use these fields only for Requisitions for Blanket Purchase Orders and for those referencing a bid for the upcoming fiscal year. Enter the "Start Date" effective 10/1/01. The "End Date" should not extend beyond 9/30/02.

Vendor error message: An error message on screen 25U that indicates a mismatched campus code and vendor means that you have selected a foundation vendor. These vendor numbers begin with the letter F and have a campus code "02" on screen 202. They have been created for accounting use only and cannot be used for electronic Requisitions.

Incorrect vendor: If you have selected the wrong vendor when entering an electronic Requisition, you have two options: (1) Add a note on screen 251 at "Requisition Text" to indicate the correct vendor; or (2) If the Requisition has not been trailered on screen 256, then drop the Requisition on screen 253 and reenter it with the correct vendor. Use the same Requisition number.

Electronic approvals: All electronic Requisitions must have appropriate electronic approvals. If you have signature authority on the account being used, remember to approve the Requisition on screen 252. If you do not have signature authority, remind the person who does to approve the Requisition. Neither Contracts & Grants Accounting or Research Administration will approve a Requisition until it has been electronically approved by the department.

Changing subcodes: If you are asked to change a subcode on an electronic Requisition, go to screen 25U to enter the correct subcode. Retrailer the document in screen 256. Have the Requisition reapproved on screen 252.

continued on next page

New subcode

A new subcode 4166, "Internet/Web Services" has been created. This subcode covers the construction or development of a web page, updates and maintenance to the page, and charges associated with Internet use.

Limited Purchase Orders

Replenishment: Contact Katina Cunningham at 2152 to request additional LPOs. Allow Purchasing Services a one-day notice.

Voiding: When voiding an LPO, justify reasons 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.

Distributing copies: Purchasing must receive the pink copy of the LPO within **72 hours** from the time the LPO is **issued** (not from the time that merchandise is received). Do not send Accounts Payable the Accounting/Receiving copy (yellow) until you receive the merchandise.

Note: For ledger 5 and 2-7 accounts send the (yellow) copy to Contracts & Grants Accounting (C&GA) for review. C&GA will forward the LPO to Accounts Payable for payment.

LPOs have four copies. Please distribute them according to the LPO instructions.

Pink	*Purchasing*
Yellow	*Accounting/Receiving*
White	*Vendor*
Blue	*Department*

Before submitting your LPO to Purchasing, be sure to fill out the LPO **completely**. Incomplete LPOs will be returned.

Inspecting merchandise: LPO purchases delivered to your office by Central Receiving have not been inspected for accuracy of content or missing or damaged merchandise. Check these packages on receipt, and contact the vendor to correct any problems.

Outstanding Purchase Order Balances

All departments should review their budget statements very closely. Look for any discrepancies concerning outstanding balances on Purchase Orders or Requisitions. Balances may be left because a vendor invoiced less than the amount of the Purchase Order or never billed at all. If you notice any outstanding balances that should be cleared, submit a paper Change Order Requisition to Purchasing.

Road Show

All faculty and staff are invited to attend a "Road Show" presented by Pomeroy Computer Resources on Monday, July 23 at the Marriott Hotel (Space and Rocket Center) from 10 a.m. to 2 p.m. This show is being held in response to the award of a part of the University of Alabama Consortium bid for Computers.