

**Volume 10
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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 Services. Please take a moment to review this issue. If we can assist you, please don't hesitate to contact us.

WELCOME

Business Services wishes to extend a warm welcome to all the new and returning faculty and staff at UAH. As we settle into our fall semester routine, please remember that Business Services is here to assist you in many ways.

Through Telecommunication Services we provide telephone moves, adds, and changes, correct telephone problems, explain telephone features, and provide calling cards and pagers.

The UAH Copy Center can meet your printing needs while specializing in business cards, color copies, thesis, brochures, letterhead, envelopes, and bulk mailing.

Mail Services can assist you with university mail including official, certified, insured, express, international, and 1st & 3rd class bulk mailing. We also provide over-the-counter stamp sales and accept and dispatch personal mail, not personal international mail.

Purchasing Services offers centralized procurement for UAH and petty cash reimbursement. For your business travel needs, we provide American Express Corporate Card and Diners Club Corporate Card applications. We

are your contact regarding professional services contracts and inquiries regarding automobile and building insurance requirements.

Shipping & Central Receiving receives and distributes parcels, packages, and equipment for UAH in addition to processing and shipping university packages and freight. We provide industrial gases and laboratory alcohol. We maintain inventory records of state property vested with a value of \$2,000 or more and all federal government vested equipment. We also collect, store, and distribute university surplus property.

Business Services ensures that these activities are accomplished in accordance with applicable federal, state, and university codes, statutes, and policies. We welcome you to visit our website at <http://www.uah.edu/admin/purchasing/> for further information.

We hope you find the Business Services Newsletter helpful. If there are any newsletter subjects or concerns you would like to see addressed, contact Candace Townley at 824-6492. We appreciate your input, and again welcome to our UAH Community.

*Patricia Moore
Associate Vice President, Business Services*

*Candace Townley
Director, Purchasing Services*

Business & Purchasing Services

"If in Doubt Call Us First"

Purchasing Services is here to help with the procurement of goods and services in the most efficient and cost effective manner possible. Remember our campaign is **"If in Doubt Call Us First."** To better serve you, below are some of the services we offer and other helpful reminders.

- Business Services has a web site filled with helpful information. We welcome you to visit our web site at: www.uah.edu/admin/purchasing.
- Office Supplies: The current office supply bid is with Staples (Bid #B001010, account #1022908ATL). Their web site is www.stapleslink.com. If you do not have a password to log on, contact Terence Haley at 6674. You may purchase copy paper from the UAH Copy Center, the UAH Bookstore, or Staples (order #135-848).
- Computers: Purchasing Services has a generic computer bid (available on our web site) that allows you to build your own system, based on the options listed. You can also build your own Dell system by going to the Dell Higher Education web site. We have a link to Dell Higher Education from our web site. If you requisition a system other than these two, your request shall go through the competitive bid process.
- Email List Serve: Business Services has a list serve to provide you with helpful information expediently. Check our web site for the sign up information.

REMINDERS

Vendor Quotes/Visits: Obtaining quotes from a vendor or talking with a vendor that stops by your office is acceptable and legal **as long as you do not make any commitments**. When obtaining quotes, ask for the name of the person providing you the pricing information. When submitting a requisition to Purchasing Services, be sure to enter his or her name on the requisition. Forward a copy of the quote to Purchasing Services and reference the requisition number on it.

After-the-fact Requisitions: This requisition occurs when you place an order or have a repair service prior to the

issuance of a Purchase Order. The University's policy is to issue a Purchase Order or Limited Purchase Order prior to orders being placed or services performed.

Issue Checks: For a check to be issued with a Purchase Order, a proforma invoice, registration form, or order form is needed. This document from the vendor informs us who to pay, how much, what is being purchased, and where to mail the check. Remember, an attachment is required for Issue Check Requisitions.

LPOs: Limited Purchase Orders are available to assist you with quick, small dollar purchases valued not to exceed \$1,999.99. LPOs are audited, so fill in all blanks and provide a complete item description. When you need a new batch of LPOs, contact the Buyer who handles your LPOs.

Electronic Requisitions

For the procurement of goods or services, Purchasing Services uses an electronic requisitioning module that allows access from the comfort of your office computer for entry, approval, and tracking of requisitions. To access the electronic requisition module, complete the form "On-line Requisitioning and Screen Access/Account Request Form" available at our web site, and forward it to Purchasing Services. After establishing your system access, we will contact you to participate in a hands-on training class that will guide you through the appropriate screens. You will also receive a training book for future reference.

For current users we offer these helpful hints:

Voiding Requisitions: When voiding an electronic requisition, go to screen 251. Make yourself a note in the Requisition Text field, bottom left, as to why you are voiding it. Then go to screen 253. Put a "Y" in the delete lines field and press enter. After you trailer (screen 256) the requisition, the system will back out any remaining encumbrances. If you have not opened a Financial Accounting Session, go to screen 030 to open one.

Item Descriptions: Providing a complete description will help ensure that you receive the correct item(s).

Requisition Approvals: If your requisition has not been processed into a Purchase Order after a few days, check the signature screen (screen 252) before calling Purchasing

Services. Many times it is delayed because the approvals (manager, Accounting, Sponsored Programs) have not been received. Purchasing Services cannot process your requisition until all approvals have been received.

BBA Approvals: When you are unable to trailer your requisition due to insufficient funds, remember to contact Accounting or Contracts & Grants Accounting to obtain a BBA override. Check to see if the BBA override has been processed prior to calling Purchasing Services.

Emails: purch@email.uah.edu is used only for new vendor and walk-thru requests; all other requests should be emailed to the appropriate Buyer.

Foundation Vendors: When searching or selecting a vendor for your requisition, any vendor number that begins with "F" cannot be used as these vendors are established only for use by Accounting & Finance for Foundation purposes.

Converting to New Fiscal Year

The accounting conversion to the new fiscal year will take place from October 1–10, 2003. During that time, Purchasing Services will not be able to process Change Orders against fiscal year 2002-2003 Purchase Orders.

All electronic requisitions submitted during this period must have the "Req. Fiscal Year" field changed to "04" on the 25U Requisition Header Maintenance screen before the document can be finalized. If the field is not changed to "04", you will be required to contact Candace Townley at 824-6492 to have this field changed, or you may use screen 253 to drop the requisition and re-enter the document.

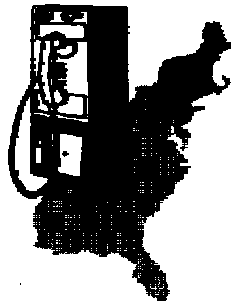
Telecommunications

The Case of the Vanishing Phone?

Bellsouth, who owns all payphones on the UAH campus, is getting out of the payphone business. A large drop-off in coin revenue, a large drop-off and reduced costs in the long distance market, and high maintenance costs are some of the reasons. Many people don't realize that the average payphone costs about \$3,000.00. The handset cord (called an alligator cord) alone costs \$150.00 due to its tough, but not indestructible covering.



Cell phones have taken over as a primary means of communications. Having wireless portability, instant access, and low cost with their cell phones, many people are no longer keeping the traditional, wired home telephone. Cell phones have more features than home telephones! With tiny cameras in them and Internet access directly on the phone, it really has become the personal



communications device of choice. Long distance is included often with the base monthly cost, making the phones more cost effective than the traditional landline.

Bellsouth continually removes pay phones on campus starting with the ones with the lowest revenue (Some in the last three months have less than \$3.00 in them). All are scheduled for removal by December. UAH has no control over the removal schedule. Bellsouth plans to completely close their pay telephone division by December 31, 2003.

Passwords Now Free

Effective immediately, Telecommunications will no longer charge departments for changing faculty and staff voice mail passwords. Department telephone coordinators should email Mary Jane at blackwem@email.uah.edu with the phone number of the voice mailbox that needs a password update. Please allow 10 business days for new passwords.

We prefer to handle password changes via email so we can give you written notification of your new password. Call (6815) or email Mary Jane with any questions.

Mail, Material Control, & Receiving

What's In a Label?

Those who have received packages delivered by Central Receiving personnel have probably noticed an extra label on the box. Beginning in 2000, Central Receiving replaced the long used manual method of identifying incoming packages with a computerized tracking system. This initial package identification system was just the beginning. We can print a label displaying the name and location of the receiver and the PO or LPO number.

We have recently upgraded to a new format using a 4"x 6" label that will provide a complete history of the package. This new label has larger print and includes, in addition to what we provided before, the date and time that the package arrived at Central Receiving, the number of pieces included in the shipment, the original shipping tracking number (for tracing purposes), and any necessary notes concerning the package's status.



Doing Any Spring Cleaning?

The attached Property Disposition Form (p. 5) tracks capital equipment items that are loaned, cannibalized, or disposed of by a department with the approval of the department chairman. This form is the only paper trail available for tracking capital equipment when a department loans the equipment to an off-campus source, cannibalize it for parts, or dispose of it because the existing material has no functional or resalable value. The Inventory Office cannot delete any disposed equipment from the department's property inventory records without this form completed and signed by the department chairman.

If your department chooses to move an item of equipment to another part of your department or transfer an item to another department, you must use the attached Property Relocation/Transfer Form (p. 6). This form tracks items that are transferred to another department or to an off-campus site. All transfers of capital equipment must be approved by the department chairman.

These forms help the Inventory Office keep the most accurate departmental inventory records possible. Please note that both forms require the user of loaned or transferred equipment off-campus to accept responsibility for repairing or replacing damaged, lost, or stolen items. We advise anyone using equipment at home to make sure your homeowner's insurance will cover any costs. Copies of these forms are available on the Business Services website, or you may contact Robert Perry at 824-6315 or by email (perryr@email.uah.edu).

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
UAH PROPERTY DISPOSITION FORM**

Use this form to authorize:

- The loaning of capital equipment to another University or Organization
- The cannibalization of capital equipment for useable parts
- The disposal of capital equipment by the user or department

INSTRUCTIONS:

Complete the form below with the UAH Inventory Number, the Item Description and the Method of Disposal (Cannibalized, Trashed, Scrapped, etc.) or the identification of loaned equipment. Please use the comment section to provide justification for property disposal or list the receiver, location and agreed conditions for any property loaned. **NOTE: Anyone taking equipment off-campus is responsible for replacement or repair of that equipment if it is damaged while off-campus. Anyone taking equipment home should have adequate homeowner's insurance in case the equipment is damaged while in the individual's home. The appropriate signatures by the Department Chairman and Budget Unit Head must be included.** Submit the completed form to Inventory Control, Central Receiving Building, Room 100. Call 824-6315 if you have any questions.

Date of disposal or loan: _____

Capital Equipment Disposition

UAH ID NUMBER	DESCRIPTION	DISP. METHOD

Disposal Justification: _____ _____

Details of Loan Agreement:

Department Loaning Equipment: _____
 Receiver of Loaned Equipment: _____ Location of Loaned
 Equipment: _____
 Length and Condition of Loan: _____

I hereby accept the responsibility for and authorize the disposal of or the loan of the capital equipment listed above. The disposed property has been inspected and has been identified as unusable and/or not repairable.

_____/_____
 Department Chairman Date Budget Unit Head Date

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
UAH PROPERTY RELOCATION / TRANSFER FORM**

Use this form to:

- Move an item of equipment from one area to another
- Transfer an item of equipment from one department to another
- Take an item of equipment off-campus

INSTRUCTIONS:

Complete the form below, including appropriate signatures by those with authority over the equipment, and submit to Inventory Control, Central Receiving Building, Room 100. Call 824-6315 if you have any questions. **NOTE: Anyone taking equipment off-campus is responsible for replacement or repair of that equipment if it is damaged while off-campus. Anyone taking equipment home should have adequate homeowner's insurance in case the equipment is damaged while in the individual's home.**

Date _____

Move or Transfer Equipment On-Campus

UAH ID NUMBER	DESCRIPTION	VALUE
_____/_____/_____	_____	_____
_____/_____/_____	_____	_____
_____/_____/_____	_____	_____
_____/_____/_____	_____	_____

FROM

Name

Phone No.

Department

Building/Room No.

Department Head Approval

TO

Name

Phone No.

Department

Building/Room No.

Department Head Approval

Move Equipment Off-Campus

UAH ID NUMBER	DESCRIPTION	VALUE
_____/_____/_____	_____	_____
_____/_____/_____	_____	_____
_____/_____/_____	_____	_____
_____/_____/_____	_____	_____

Name _____

Phone No. _____

Department _____

From Location (Bldg/Rm) _____

To Location _____

Approval _____ / _____
Department Head Date:

UAH Copy Center

Announcing New Equipment

We are pleased to announce that Xerox has once again been awarded the contract for the Copy Center and the copiers on campus. As a result, all copiers on campus will be replaced with new copiers, which will improve both the quality and ease of your copying jobs.

In addition, the Copy Center will be installing a new (3535) color machine. The (3535) color machine is the top of the line and will produce the quality materials required by our customers. Installing the new copiers and color machine is only part of our continuing service to the UAH community. Once the installation is complete, we want our customers to stop by the Copy Center and see the new equipment. If we can be of any further service or assistance, don't hesitate to call.

Printing Press

Our printing press produces quality products at a very competitive price. Our turn-around time and quality will satisfy our customer's needs. We produce letterhead, envelopes, and business cards. We also print brochures and flyers on an as-needed basis. Please call Jackie at (824-6383) for quotes. Available soon will be a pricing sheet for our products.

For Your Convenience

For your convenience we accept MasterCard, Visa, and American Express. We also accept Charger Cards, which can be used campus wide. The Copy Center carries a variety of paper, including 100% cotton, for your thesis. We look forward to serving you.

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