

Volume 11
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Business Services Newsletter

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

Strawberries and Earthworms

School requisitions are amazing,
indeed.
They show the diversity of each
school's need.
Consider the following, if you will.
Some typical requests for us to fulfill.

Books, paper and pencils,
And all kinds of stencils.
Roundtrip tickets for travel,
And trucks full of gravel.

Artists' palettes,
And rubber mallets,
Clarinet reeds,
And flower seeds.

Basketball goals,
And flags for the poles.
Village Singers' blazers,
And the latest in lasers.

Clocks for walls,
And beds for residence halls,
Ice Hockey skates,
And fitness center weights.

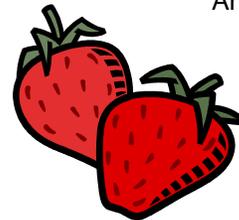
Lights for the stage,
And a high pressure gauge.
Computers without a modem,
And programs to load'em.

Tennis shoes petite,
And for giant feet.
Trophies and plaques,
And a box of thumbtacks.

Office supplies and equipment,
And you must rush the shipment.
Filmstrips on stomachs and how
they function,
Requested without the slightest
compunction.

Strawberries and earthworms, pre-
served of course.
Tools, lumber, and a sawhorse.
"March Militaire" for a sax quartet.
And numerous diskettes and pipettes
that we must not forget.

Yes, a school requisition has many
surprises.
If they'd only reveal
What color.
How many.
How soon.
And what sizes!



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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 Busi-
ness Services is here to assist you.*

Purchasing Options

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 website. 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 receive an immediate refund. For further information visit our website <http://www.uah.edu/admin/purchasing/bsindex.htm>.

Contact us today to assist you with your procurement needs.

University Tax Exemption

For University tax exemption information, contact Grace Lymas at 6484 or at lymasg@email.uah.edu.



Converting to New Fiscal Year

The accounting conversion to the new fiscal year will take place from October 1–8, 2004. During that time, Purchasing Services will not be able to process Change Orders against fiscal year 2003-2004 Purchase Orders.

All electronic requisitions submitted during this period must have the "Req. Fiscal Year" field changed to "05" on the 25U Requisition Header Maintenance screen before the document can be finalized. If the field is not changed to 05, you will be required to contact Candace Townley at 6492 to have this field changed, or you may use screen 253 to drop the requisition and re-enter the document.

Expediting Maintenance Agreements, Vendor Quotes

We are required by policy to have all maintenance agreements reviewed by Office of Counsel. To expedite this process be sure to submit a clear copy of the complete agreement as an attachment to your requisition.

If you obtain quotes from vendors, be sure to submit all of them to Purchasing as attachments to your requisition. If your order exceeds \$7,500.00 and your purchase is not exempt from the bid process, submit complete and clear specifications to Purchasing to avoid delays.

*Reminder:
Attach copies
of all vendor
quotes to your
requisition,
referencing the
requisition
number.*

Correctly Using Vouchers, LPOs, Walk-thrus

Recently, the use of miscellaneous vouchers for reimbursement of purchases on behalf of the University has escalated tremendously. Routine purchases of goods and services should be handled through Purchasing Services, through the use of Purchase Orders, Limited Purchase Orders (LPOs), or Petty Cash reimbursements.

By working with Purchasing Services some important benefits are realized:

- Proper controls, including obtaining appropriate approval and ensuring that items that are on bid are purchased from the appropriate vendors
- No sales taxes
- Vendor tracking
- No employee cash outlay required
- Purchases comply with Federal and State statutes and University policies
- Capital assets inventoried for insurance, screening, and audit requirements
- No disallowed charges after the fact

Purchasing Services has a walk-through period from 9:00-10:00 a.m. and 2:00-3:00 p.m., Monday-Friday to process emergency Purchase Orders and Petty Cash reimbursements. You may review the Purchasing Services website or contact Purchasing directly for additional information.

Miscellaneous Vouchers

Miscellaneous voucher reimbursements should be used only when the normal purchasing process cannot be followed. One example of the appropriate use of a miscellaneous voucher is to obtain reimbursement of meal expenses for entertaining official guests or invited speakers or for recruiting employees. Even in these situations, alcohol purchases are not reimbursable.

Miscellaneous voucher reimbursements require complete documentation, including who, what, when, and why one of the normal purchasing processes could not be followed. Receipts must indicate that payment was made and the form of payment.

If you have any questions regarding miscellaneous vouchers, please contact Melanie Newby, in General Accounting, at 2248 or newbym@uah.edu. If you have any questions regarding Purchasing guidelines, please contact Purchasing Services at 6484.

LPOs

Limited Purchase Orders are intended for use by authorized departments for small dollar and emergency purchases of \$1,999.99 or below. The LPO is not intended to circumvent the normal requisitioning process. If you are purchasing from the same vendor on a regular basis, you may want to consider a blanket purchase order.

Walk-thrus

Walk-thrus are for emergency orders that are needed immediately. The designation of your requisition as a walk-thru will not override the bid process. Sole sources cannot be processed as walk-thrus, due to the information verification process. When you receive a call that your walk-thru is ready, it is your department's responsibility to pick up the Purchase Order from Purchasing and place the order with the vendor.

Petty Cash Vouchers

Petty Cash is a process that allows an individual to use personal funds to purchase supplies for UAH and then be reimbursed (to a maximum of \$50.00.) All Petty Cash vouchers must have a valid receipt. The receipt will provide a brief description of items purchased, the dollar amount, and how payment was made (e.g., cash, credit card). If the receipt does not identify the items purchased, a complete description should be written on the voucher. "Supplies for research" does not describe the actual item that was purchased. You can find further information concerning Petty Cash on the Purchasing website. If you have questions, you may contact Terence Haley (6674) or Keshia Askew (6491).

Reminders:

Use LPOs for purchases of \$1999.99 or less.

Walk-thrus are for emergencies only!

The maximum Petty Cash reimbursement is \$50.00 plus tax per vendor per day.

Use Miscellaneous Vouchers only when the normal purchasing process cannot be followed.

Justifying Sole Sources: Uniqueness, Purpose, Objective

Three requirements for a sole source purchase are quoted in the Legal Watch (vol. 1-96, February 29, 1996, page 5):

- 1) The good or service offered must be unique
- 2) The uniqueness must be substantially related to the intended purpose, use, and performance of the good or service sought
- 3) The entity seeking to be declared "sole source" must show that other similar goods or services cannot meet the desired objectives of the entity seeking goods or services

Please note:

Sole source purchases must follow normal purchasing procedures. Sole source purchases cannot be processed as walk-thrus.

Sole source purchases are rare. Sole source purchases must show that an equitable evaluation of comparable products has been made, and the rejection of unsuitable products is based on technical deficiencies or a combination of other reasons.

In cases where no comparable source is known, whether at the manufacturing or distributor level, a technical description of the product must be provided. The technical description must be adequate enough to allow Purchasing to make a thorough search and evaluation, which takes 7 to 10 days.

A sole source justification cannot be based on quality or price. Quality is subjective, and price is evaluated via competitive bidding. Sole source justification forms can be downloaded from our website at <http://www.uah.edu/admin/purchasing/bsindex.htm>.

Requisitions/Bids Require Clear Specifications

In our effort to procure quality materials, equipment, and supplies with the highest degree of proficiency, at the lowest price, and in a timely manner, it is **very important** that we receive clear and precise specifications on requisitions and bids.

Consider the following special questions when requisitioning a product:

- Does it need to be installed?
- Is there an alternate delivery site?
- Are there essential features that you need to specify?
- Do you need maintenance?
- Does it have to be compatible?
- Is it a demonstrator or refurbished model?
- Is delivery a factor?
- Are you eligible for GSA pricing on government contracts?
- Do you need a product demonstration or onsite training when it is installed?
- What is the weight?
- Does it need special equipment to assist with delivery or installation?
- Will it fit through a standard door size?

Submit a copy of all quotes from vendor(s) to Purchasing as an attachment, referencing your requisition number.

Interstate Moving

The vendor for interstate moving is Covan World-Wide Moving Company. The contact person is Jim Loftin at 800-239-7700x1240, fax number 334-983-6700. Bid number is T033067. An estimate of the moving cost and a letter of offer stating what the University will pay for the move must be attached to the Requisition.

Updated Travel Guidelines Issued

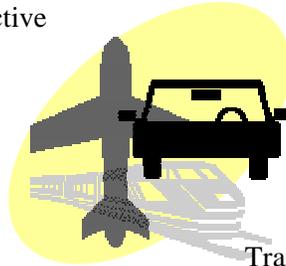
The Board of Trustees of The University of Alabama Board Rule 413 establishes official guidelines governing travel by university employees. The University's policy is to reimburse its employees who travel at the University's request for reasonable and necessary expenses incurred while traveling on authorized University business. These guidelines do not preclude more restrictive internal approval procedures, which department heads, deans, etc. may choose to implement internally and monitor for their own accounts. The following are campus specific guidelines effective May 4, 2004.

In-State Travel

When traveling within the State of Alabama a travel authorization form is required for all reimbursable charges when traveling on contracts and grants (5xxxxx accounts and 270xxx accounts).

Reimbursement for travel within the state is at per diem rates as established by State regulations. The per diem includes all charges for meals, lodging, gratuities, and laundry where allowable. The current per diem regulations are:

- No travel allowance will be paid for a trip less than six hours.
- For a trip from six to twelve hours, a meal allowance of \$7.50 will be paid.



- For a trip in excess of twelve hours, \$20.00 will be paid. The traveler will be paid the meal allowance (\$7.50) plus one-fourth of the prevailing per diem (\$12.50).
- For an overnight trip, \$50.00 per day for trips of two days (one night), \$66.66 per day for trips of three days (two nights), and \$75.00 per day for trips of four days or longer (three or more nights) will be paid.
- When a traveler has been stationed at the same place for two consecutive months, the per diem will drop to \$56.25 per day.
- An overnight trip of less than 100 miles (to include Birmingham) for one night requires prior approval from the supervisor and the accounting department.

Travel by private vehicle within the State is authorized. Mileage in lieu of actual transportation expenses may be reimbursed per mile in accordance with State regulations, currently at 37.5 cents per mile.

A Purchase Order may be issued to cover registration fees. The registration form must accompany the requisition.

Receipts should be obtained whenever possible for any travel expenses but are required for all registration fees, air fare, rail and bus fare, emergency repairs, gasoline and oil purchases for state owned vehicles, and for any other expense greater than \$75.00.

Travel Guidelines

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Out-of-State Travel

When traveling out-of-state a Travel Authorization form is required when charges are to be reimbursed by UAH. The appropriate Vice President/Provost must approve this form in advance. The traveler's immediate supervisor must sign travel expense vouchers. Employees may not approve their own reimbursement.

Travel by private vehicle is allowed when authorized on the Travel Authorization form. Mileage in lieu of actual transportation expenses may be reimbursed per mile in accordance with State regulations, currently at 37.5 cents per mile.

Reimbursement for meal expenditures may not exceed an average of \$40 per day for the total duration of the trip for travel within the United States. Expenses for meals incurred on travel outside the United States shall be reimbursed at actual and reasonable amounts.

Hotel expenses should be broken down on a per day basis. The amount should include the room charge plus any applicable room taxes and should not include any telephone, meal, or parking expenses. The University cannot reimburse expenses for movie rentals.

Air, rail, or bus fare tickets purchased by the individual cannot be reimbursed until the trip is complete. A receipt from the airline is required. In lieu of reimbursement for the airline ticket, a Purchase Order may be issued to the agency that will accept our Purchase Order for the airline ticket prior to the dates of travel. Submit a

Requisition to Purchasing Services and include the name of the traveler, the destination, and dates of travel. A copy of the approved Travel Authorization form must accompany the requisition.

Persons traveling on International travel under federally funded accounts (5xxxxx accounts and 270xxx accounts) should be aware of and adhere to U.S. Flag Carrier regulations (FAR 47.4).

The use of a rental car must be approved in advance on the Travel Authorization form as a separate line item. This will provide insurance coverage under the University's automobile liability policy.

A Purchase Order may be issued to cover registration fees; the registration form and a copy of the approved Travel Authorization form must accompany the requisition.

Receipts should be obtained whenever possible for any travel expenses but are required for all registration fees, air fare, rail and bus fare, hotel bills, rental vehicles, emergency repairs, gasoline and oil purchases for state owned vehicles, and for any other expense greater than \$75.00.

Additional information concerning travel guidelines may be obtained at Budgets & Financial Planning website <http://www.uah.edu/admin/Budget/Forms>. Click on "Travel Policy 05-04-04.doc."



Little Silver Tags, Inventory Records, and You

Ever notice those small silver tags on various items on campus? Ever wonder why that old 486 computer from 1989 has a tag on it but your new laptop does not? And why is that Inventory Control employee, with a clipboard, knocking on my lab or office door? Well, if you read on, you might find the answers to these and other questions about inventory.

The Not-So-Missing Link

Those silver tags are inventory barcode tags. They form the link between the physical item and the capital equipment asset records. UAH keeps track of these items for several reasons. Primary reasons are to comply with state and federal regulations, and for security purposes. Some grant and program money that UAH receives is dependent on an inventory system being in place. Various government agencies such as NASA, the Department of Transportation, or the Navy may require the return of equipment at the end of a project. UAH tags, tracks, and reports on inventory to comply with these regulations. Another reason for maintaining an inventory is to provide necessary information to security should the item be stolen. The University's insurance has a \$5,000 deductible, so if you have to report a stolen item there is no such thing as too much information!



You're How Old?

Currently, only items valued at \$2,000 or greater are tagged for inventory. At one time, however, the minimum was \$500, and there was even a time when everything was tagged. Therefore, it is possible to find tags on items that no longer qualify as capital equipment. UAH also keeps inventory records for accounting purposes. Accounting uses

these records to track various types of information such as depreciation (from Accounting records), vendor payout, and department asset totals. State regulations require that all capital equipment remain on the inventory records until the item is properly disposed. This requirement means we are often looking for equipment that is 20 years old, or more.

Person behind the Clipboard

The tags and asset records are just the first part of UAH inventory. Records need to be routinely updated, and the status of the assets verified. That University employee with the clipboard is most likely an inventory control specialist. He or she probably has contacted the department head or security to search for items on one list or another. Feel free to ask any questions. He or she might need your help finding the items under your care. When an inventory control specialist comes to a department he or she wants one of two things: to see the tags and update the records they go with, or to find a reasonable explanation of why the items are gone.

Like Your Pillows at Home

Remember that items are tracked by barcoded tags. **DO NOT REMOVE THE TAG.** Only a UAH inventory control specialist should remove any tags. If an asset loses or has its tag removed for any reason, immediately call Central Receiving/Inventory Control to have the item retagged. All information about an item is referenced by its property tag. Without that tag, it can become very difficult to determine the history or ownership of the item.

Silver Tags

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You Have to Feed It and ...

UAH inventory control is not responsible for the care and maintenance of assets. If an item is no longer where it is supposed to be, it is the custodian's responsibility to account for it. Reporting changes in status and condition of assets is the responsibility of the custodian and his or her department.

Typically, an inventory control specialist should come to verify assets about every two years. Many changes can happen in that time. Disposal, change of custodian, transfer of department, and movement forms are all available at the Central Receiving Building, or you can find them on the Business Services website. Please call 6315 or fax 7448 if you need any of these forms.

Here's Where You Come In

Hopefully we have answered a few questions about inventory. But what can you do to help? The most important thing is to report any changes in your equipment status.

If you are "loaning" equipment to another department or outside agency, you must complete the UAH Property Disposition Form (UAH/INV Form-011) to record the "temporary" location of the equipment. If any asset, state or federal, is "transferred" or given to another user, the department must use the UAH Property Relocation/Transfer Form (UAH/INV Form-010) to show the change of ownership. These forms are available on the Business Services website. Signed copies must be sent to Inventory Control in order for your records to be accurately updated.

Wait 'Til You Get Audited

All capital equipment items are subject to spot check state audits. All government property items are subject to spot check federal audits. If the auditors request to see an item that has been moved off campus, and if Inventory Control was not notified,

that item will be reported as "missing" by the auditor. Missing items do not reflect well on the auditor's final report. So, we need to know where things are!



Trash or Treasure?

If a tagged piece of capital equipment is so old and outdated you couldn't get \$10.00 at a yard sale for it, we still need to know if you want to scrap or surplus it. If it has an asset tag, please report it. A good rule of thumb is: if it is going somewhere else or under someone else's care for more than six months, you should report it.

Keeping your own department records on inventory is also an excellent idea. Factual records of what happened to an asset are always better than relying on memory. Plus, keeping records can help a department with non-capital equipment such as typewriters, office furniture, and most personal computers in use on campus. If a department wishes to keep track of non-capital equipment items, you are free to use whatever method works best for your department.

Lastly, don't hold on to broken equipment. If it is broken, fix it. If you can't fix it, then surplus it. To surplus any item of UAH property please use the Facilities Move Request Form (UAH/PP-011), available through Facilities & Operations or Business Services website. If an item is not repairable, the department may properly dispose of it. Items can be trashed or scrapped by the department, but you must inform Inventory Control if capital equipment is involved. Please use the UAH Property Disposition Form (UAH/INV Form-011) to report the authorized disposal of capital equipment.

What's Your Type?

Phone type that is. On the UAH campus we install three main types of phones for administrative use.

M3902

The first and most common type is the M3902, or digital single line phone. This phone is used by most faculty members. It has one incoming line, a display screen that shows a variety of functions such as caller identification, (callers from outside the campus will show a number only, as no data or name is received by the UAH hardware) and features. Some of the features are:

Conference Calling: If you see the letters **Conf** above one of the soft keys on your phone, then you have conference calling. The most common type of conferencing allows you to have five other callers on the phone with you. The other callers can be either on or off campus. Our system limit is six callers including yourself.

Auto-dial: If you see the letters **AutoDI** above one of the soft keys on your phone, then you have a key with the auto-dial feature on it (the auto-dial key is beside the keys on the M3903 and M3904 sets). You can program up to 16 digits into this key. You simply press the key, enter the digits, and press the key again, and it's programmed. To use it, either pick up the handset or press the little green button (the one with the speaker symbol on it) on the left of your handset. Once you have a dial tone, press your auto-dial key, and the number will automatically dial! Don't forget to enter a 9 for a call off campus (or 8 for ATTNET). For example: Press the auto-dial key, enter 9-533-1990, press the auto-dial key again, and you're programmed.*



Did you know you already have a re-dial key programmed on your phone? That's right. If you press the little green key on your phone (after you obtain dial tone) it will re-dial the last number you dialed. Try it! It's fast!

Call Forward: If you see **Forward** on your phone, you have the call forward option. This feature has several useful functions. First, if you are out of the office, you can forward your phone for someone else to answer. Just press the forward button, input four digits, and press the forward button again. It is most useful when you want to be left alone. If you have voice mail, just press forward, input 2000, and press forward again. Presto! Your calls are forwarded to voice mail and **your phone will not ring at the phone set.** Remember to take this feature off when you want to receive calls again.

Call Block: It is not on a feature key and must be programmed into the phone by Telecommunications. It comes in two forms; we'll call them A and B.

Call Block, Form A completely blocks Caller Identification. This blocks your number from ever being displayed; however, your location is displayed when you dial a four-digit number (which is necessary for the campus police in case of an emergency). **BEWARE:** You may try to call someone who has "Anonymous call rejection" and **your call will not go through.** This can be very frustrating as there is no way around it! Some people pay for anonymous call rejection so they won't be bothered with sales or "out of area" calls and this feature puts you in the same category. Also, if you use the auto-logon feature for voice mail, it will not work if your number is blocked!

What's Your Type?

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Call Block, Form B will re-display your number as 824-1000, which is the University's main number. This form only works on seven-digit dialed numbers. For instance, if your phone number is 824-5551, when you call somebody using seven digits, the number will be displayed on their phone as 824-1000. If you dial a four-digit extension, your four-digit extension will still be displayed on their set. This option may be ideal for instructors who do not want students or other individuals to have their phone number. The only catch is when dialing students in the Residence Halls you must use the seven-digit number instead of four digits so they will not see your caller id.

M3903

OK, on with the phone types. The next larger size is the M3903 multi-line phone. This phone has four programmable soft keys for phone numbers. You can have up to four lines programmed on this phone. If you choose not to have numbers on these lines, we can add other features such as re-dial keys on these buttons. This phone is useful if you have to put someone on hold and make another call, because you can have multiple lines. Also, this phone has the call log feature, which means it will retain information on the last 10 callers, just like a caller id box. The display on this phone is a little larger and much easier to read than the smaller set.

M3904

The largest phone we offer is the M3904, which has up to 12 programmable line keys. This phone is for most staff people in large departments. If necessary, we have an add-on module for this phone that adds even more keys (for an extra monthly charge).

This phone has a 100 number call log to show past callers. This phone and the M3903 also have an outlet in back which accepts a headset. The latest headsets no longer require a small attached box for power and volume; the new ones have these features inside the telephone set. These

headsets are available for purchase only (we no longer rent them) from Telecommunications for \$75.00 each.

All the features discussed here (conferencing, auto-dial, forwarding, and call block) are available for any of the M3900 series phones. If you want any of these features, just send Mary Jane an email at blackwem@email.uah.edu and we'll be glad to add them (or delete them) to your phone at no charge till January 31, 2005. Please include the extension number requiring these features in your email.

There is NO additional monthly cost for conferencing, auto-dial, forward, or call block. Long distance charges may apply if you do not use the ATTNET for conferencing, autodial, or forwarding.

* If you dial the number listed above (533-1990), you will get the local time, temperature, and brief weather forecast.

Tired of Typing Your Password?

One of the most frequently requested items for the voice mail system is the auto logon feature. With this feature (for which there is no additional charge), when you want to access your voice mailbox from your primary digital phone set, all you do is obtain dial tone, press the message button, and you are automatically logged in. No more inputting your phone number and password.

If you would like this feature, email Mary Jane at blackwem@email.uah.edu with the phone number you would like upgraded, and she will install it free of charge until January 31, 2005.

If you want to keep your password and you are logging on from your main telephone, you do not have to input the 4-digit extension. Just press the pound key (#) and the system's caller id will detect the extension it was sent from. You still have to manually enter the password and #.

UAH Copy Center and Xerox Provide Wide Range of Services

The UAH Copy Center is totally committed to the needs of UAH. We provide all phases of printing from business cards and letterhead to manuals and brochures. The Copy Center team is dedicated to serving the faculty and staff as well as the student body. With new equipment in place, the Copy Center has the capability to run high volume jobs as well as small projects. Our new 3535 color machine is the top of the line when it comes to color. Come by and take a look at some color samples. For job quotes, contact us at 6383.

We at Xerox hope the new campus copiers are meeting your needs. The copiers are for your use, and we are dedicated to providing the absolute best service. If anyone needs training on a certain copier, please call Mike Taylor at 824-6383 or 990-3326 and he will be happy to give you the

training you need. For any supply items needed, please give Mike a call and he will assist you. The Xerox team will go the extra mile to provide any assistance to you, our customer. You can visit Xerox's web site at www.xerox.com for more detailed information on a certain product.

The UAH Copy Center Staff

Jackie Hankins	Account Manager	824-6383
Margie Balch	Docutech Specialist	824-6214
Patricia Tanner	Customer Service	824-6383
Mike Taylor	Copier Service	824-6383 or 990-3326
Lee Brannan	Press And Support	824-6383

This newsletter is distributed by Business Services as an informational guide to the University community. This issue provides information from Purchasing Services, Telecommunications, Central Receiving & Shipping/Inventory Control, Mail Services, and the UAH 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.

You can read the *Business Services Newsletter* as well as previous issues online at www.uah.edu/admin/purchasing. Click on the graphic of the man holding the key and then click on "Newsletter."

If you have any comments or suggestions for future articles please contact Candy Townley at townleyc@email.uah.edu.





Business Services Newsletter 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