



Banner tip of the Day...

Have you ever wondered why your requisition hasn't been processed into a purchase order? Well here is a tip to help you out. Sometimes your requisitions are held up for additional approvals. To check the approval status, when you have completed your requisition, go to the "View Document" tab in Self-Service Banner. Leave the "Choose Type" on the requisition pull-down menu, then put your requisition number in the "Document Number" area. At the bottom of your screen there will be a "View Document" tab and an "Approval History" tab, click on the "Approval History" tab, and you will see if anyone else needs to approve your requisition. You will either see a green check mark with the statement "There are no approvals required at this time", or you will see a list of names for the additional approvals required for the document. If there are more approvals needed, just email or contact one or more of the person(s) that are listed. When all needed approvals have been recorded, your requisition has now been approved, and forwarded to Procurement Services. If when you check, all approvals have been received,

Business Services is here to assist you with your business needs as provided by our various units...

Business Services includes five individual units: Business Services (Administration), Central Receiving & Shipping /Asset Management, Mail Services, Procurement Services, and the UAH Copy Center. In addition, Business Services works closely with Telecommunications to provide UAH with the best possible services. As these department names imply, each unit provides a unique and valuable service to the University Community.

We're here to help you in any way we can!

Contact Us

Click below to access the Business Services Staff Contact Information

Business Services Staff Contact Information
Procurement Officer Contact by Commodity

(Link to contact info on *website*)

Open Bids (computers, t-shirts, etc.)...

As you know, UAH is required to comply with the Alabama Competitive Bid Law (\$15,000 or more for single or like items, per fiscal year, campus wide). In an effort to meet this requirement, the University has established several open bids for unspecified quantities, during specific time frames. In addition, we are able to utilize bids established by UA, UAB and other consortiums. If an open bid meets your needs, then the normal bidding time is not a factor in your procurement process. Before submitting your requisition, or making a purchase with your Procurement Card, we invite you to check out our web page to see the Open Bid Information that is posted for your convenience. Please check this site for periodic updates (such as the new t-shirt bid) to our Open Bid Information listing.

Central Shipping & Receiving...

Got surplus? What to do with it? Who to contact?

then contact Procurement Services to check on the status of your purchase order. If you need help navigating through this process, or have other questions, give us a call. We are always here to help!

Contacts and Links

(click below to access)

Business Services Staff
Contact Information

Procurement Officer Contact
by Commodity

Procurement Card Program
Find out more about the UAH
Procurement Card Program
and how it can help you and
your department. (*more*)

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Every department and center at the University deals with the subject of surplus equipment, furniture, office supplies and etc. Please remember, all University purchased property deemed unusable by the department is subject to the University's surplus policy procedure. Hopefully, this short guide will answer the basic questions as what to do with your department's surplus material. Feel free to contact Central Receiving with any further questions or comments or email us at <http://www.uah.edu/business-services/faculty-staff/central-receiving/about>

Consider the following before declaring equipment or materials as surplus:

1. For computers, computer related equipment, cables, and accessories - Contact the Office of Information Technology OIT. OIT maintains a storeroom of used equipment to service the campus community. Email the department at tag@uah.edu and simply list the equipment available, location and contact information. A representative will later visit and evaluate for reuse.
2. Consider a trade in for new equipment purchases. Contact a buyer at Procurement Services at 256.824.6484 or purch@uah.edu for details.
3. Offer equipment, furniture, and office supplies to other University departments or centers for transfer. Equipment with active asset tags require a Property Relocation Form to be completed. Contact the Asset Management Department at 256.824.6315 or crb@uah.edu for details and instructions.
4. If the surplus is suspect of containing radioactive or hazardous material, please contact the University's Office of Environmental Health and Safety at 256.824.2171 for evaluation. Central Receiving cannot accept hazardous material or surplus contaminated with hazardous material.

Note: Any surplus property currently at the warehouse can be viewed and claimed, for use by the department, during Central Receiving's normal business hours of 8:15 AM to 5:00 PM - Monday through Friday.

For surplus ready for pickup:

1. Complete a Surplus Pickup Request Form and fax to 256.824.7448, or email to crb@uah.edu or send through campus mail addressed to Central Receiving.
2. Prior to the scheduled pickup - Clean, segregate, and clearly label all items as SURPLUS.
3. For personal computers and servers containing hard drives - Insure that data is appropriately disposed of prior to surplus.
4. Departments are welcome to drop off surplus at the Central Receiving warehouse. Please prepare a Surplus Pickup Request Form prior to the drop off. Contact Central Receiving at **256.824.6315** for details and directions.

Procurement Cards...

Mirror, Mirror....



Procurement Card Policies do not necessarily mirror the Requisition/Purchase Order Policies...

Please be aware that when you plan to make a purchase, you must follow appropriate policies for the method of purchase you choose. If you have purchased items through the Requisition/Purchase Order process, those same items may not necessarily be allowed using the Procurement Card.

As always, if you ever have any questions regarding which method would be best to purchase what you need, please give Procurement a call to clarify the best course of action or visit <http://www.uah.edu/business-services/faculty-staff/p-card-services/about>

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Banner...Helpful Links

(click below to access)

Requisition Entry
Workbook

Requisition Approval
Workbook

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Other Important Links

(click below to access)

Copy Center

Copy Center...

Copier and Printer Paper:

In order to process your print request the UAH Copy Center must have a completed Print Order Form. There are two versions of the order form. One version is specifically for business cards, letterheads, notepads, and envelope print requests. The other is for any other type of print request.

Both forms are available at the UAH Copy Center. You can come by and pick them up or have them sent to you through Campus Mail.

The order forms are also available online on the UAH Copy Center website on the UAH Business Services webpage. The following link allows complete access to the copy center and print services.

Regular Order Form:

<http://www.uah.edu/business-services/faculty-staff/copy-center/helpful-tips>

Business Cards, Letterheads, Notepads, and Envelope Order Form:

<http://www.uah.edu/omc/brand>

Simply fill out the order form that matches your print request and fax (x6842) or email it to the UAH Copy Center. If you have any questions or need assistance please contact the UAH Copy Center at 256-824-6383 or copycenter@uah.edu.

Information regarding sending On-Site Mail...

Mail Services would like to remind everyone that if you have Personal mail or need to purchase postage or stamps that service is available at Charger Union Room 121. Also the mail (on campus & off campus) is picked up each day by 11:30 in that Building. In order for off campus mail to go out that day please have it in the Mail/Copy Center no later than 11:30 daily.

We have seen a big improvement in the campus mail being addressed correctly. Also when Standard Mail is resourced out we are getting notifications from the departments.

Thank you all so much! It is much easier to process the mail in a timely manner.

Sometimes Mail Services receives mail for employees that are no longer at UAH. It's our policy that we send it to the Department. If it is 1st class mail, you may return it to the sender or if you have a forwarding address you can forward it to the addressee. If it is 3rd class mail, with no address correction requested on it, you may throw it away. The Post Office will not return 3rd class mail without the request on it. If it has the request on it you may also return it to sender.

All Outgoing Mail leaves each day at 2:30pm. To give Mail Services time to process mail, please have it in the Mailroom no later than 2:00 pm. If you'd like to drop off your outgoing mail at the NEW Copy/Mail Services Outlet, have it there by 11:30 am to go out that day.

All personal mail and the purchase of stamps are handled at the Copy/Mail Service Outlet Located in Charger Union Room 121. The price of first class stamps (A Letter – 1oz.) dropped from .49 cents to .47 cents effective April 11, 2016.

Hours of Operation

8:15 am to 5:00 pm

Monday – Friday

Mail Services (Central Receiving Annex)

Phone 256.824.6116

Copy and Mail Services Outlet (Charger Union)

Phone 256.824.6964

Fax 256.824.5801



Telecommunications ...

Helpful Information...

Conference Calling: If you see the letters “Conf” above one of the soft keys on your phone, this means you have conference calling. The most common type of conferencing allows you to have yourself and 5 other callers on the phone with you. The other callers can either be on campus or off campus; you just have to call them. The system limit is six total callers including yourself.

Autodial: If you see the letters “AutoDI” above one of the soft keys on your phone, it means you have a key with the auto-dial feature on it. (Autodial keys are beside the keys on the M3903 and M3904 sets). You can program up to sixteen digits into this key. You just have to press the key, enter the digits and press the key again and it's programmed. Then, to use it, you can either pick up the handset that has a speaker on it to obtain dial tone, and then press your auto-dial key and the number will automatically dial! Don't forget to put in a “9” if it is a call outside the campus. For example: press the auto-dial key, put in 9-256-533-1990 and press the auto-dial key again and you're programmed up!

Call Forward: If you see the word “Forward” on your phone you have the call forward option. This has several useful functions. First, if you are out of the office, you can forward your phone to someone else to answer it for you. Just press the forward button, input the four digits and forwarded! However, it's most useful function is 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 then forwarded to voice mail and your phone will NOT ring at the telephone set. Remember to cancel this feature when you want to receive calls

Contact Us

UAH Business Services

Ph:256-824-6484

bussvcs@uah.edu



again.

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!

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