

In a recent IRS Audit, the question came up concerning an Independent Contractor vs. Employee. Individuals should not have records of being paid via a W-2 and a 1099. As we work through the IRS Guidelines, we are developing some simplified guidelines for use by UAH. This information will be provided via a campus letter, and posted to our website in the weeks to come. If you have questions prior to then, please contact Business Services.

www.uah.edu/images/administrative/finance/payroll/irs-employee-vs-contractor-designation.pdf

Procurement Card Services

Call Us First!

If you've talked to your PCard Team lately, you most likely have heard us say, "Call us First" before making non-routine purchases. If not, here's your chance to learn why it's important to check with the PCard Team and/or the Procurement Officers before swiping that PCard.

Non-Routine Purchases

These are items that you may buy monthly, quarterly, yearly, or on the odd occasion when something is needed for the office. Procurement works daily on new Contracts and has vital information, the best prices, and Vendors.

Even if you THINK you know, it's ok, Call Us First!

PCard Allowables and Restrictions (Non-Allowables) Lists

These lists have been updated to provide greater clarifications. However, we can't cover all the contingencies, so we understand that there will still be grey areas.

Even if you THINK you know, it's ok, Call Us First!

ReOrders

If you are placing a reorder for items you purchased as little as a month ago from a particular Vendor, there may be changes in the Vendor's status or a new contract may be in place.

Even if you THINK you know, it's ok, Call Us First!

Office Furniture

Staples Advantage (where you buy your pens, pencils, etc.) offers office furniture, but did you know that there is a separate Contract with Staples (and other vendors) for Office Furniture? Check out the section above about non-routine purchases. We have all the pertinent information on who, what, and where right here in Procurement!

Even if you THINK you know, it's ok, Call Us First!

Please Deliver to:

Continue on the next page...

Tip of the day...

If you encounter any problems With entering your *Banner Requisition*

Contact: Judy Curtis *2552
curtisj@uah.edu

Want to learn more?

Visit our website to find out more about the Procurement Card Program and how it can help your department!

www.uah.edu/business-services

Contact Us:
UAH Business Services
P: 256.824.6484
E: bussvcs@uah.edu

THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE





Business Services

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Procurement Card Services

Not sure if a PCard or a Purchase Order is the Better Way to Purchase?

Remember, the PCard program and the Purchase Order process are two separate entities. Just because you can buy something on a Purchase Order, does not mean it would automatically be allowed on the PCard.

Even if you THINK you know, it's ok, Call Us First!

Your Boss Approved the Purchase so it Must be OK, Right?

Various Approvals are necessary for certain types of purchases. The Allowables and Restrictions Lists provide information on what Approvals are necessary. They don't cover all contingencies.

Even if you THINK you know, it's ok, Call Us First!

Remember, we are here to help you! You are never bothering us when you call! So, don't hesitate to give us a quick call to be sure your purchase is compliant with Policies and Regulations. *And thank you so much for all you do!!*

Mail Services - Helpful Information

- Mail Services would like to ask when you change locations on campus, please go to Business Services Website / Forms and fill out the *Relocation Form* and send it to Mail Services.
- When you have a large bundle of mail banded together, you only need to put your Account number on the top piece. Please always include your Account number on off campus mail.
- Please call or send an email (elliffi@uah.edu) when you put a large amount of mail in your mailroom, so we may be prepared when we make our pick up.
- We would like to let everyone know on the Holidays that the Post Office is closed, but UAH is open, you may still deposit your off campus mail in your designated mail room.
- We would like to remind everyone that we start our mail delivery each day at 11:00 a.m. Please have all Campus and Off Campus Mail in your designated drop off locations by 11:00 a.m. each day to ensure that it is processed that day.
- All Outgoing Mail leaves each day at 2:30 p.m. To give Mail Services time to process mail, please have it in the Mailroom no later than 2:00 p.m.

Mail Services (Central Receiving Annex)

7:15 a.m. - 4:00 p.m.

P: 256.824.6116



We Print & Finish

BUSINESS CARDS
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INVITATIONS
NOTEPADS
POSTERS

FLYERS
HOLIDAY CARDS
BANNERS
COROPLAST SIGNS
STICKERS
TEAR PROOF PRINTS
AND MORE!



Cash



Check



Debit Card



Credit Card

Located inside the
Business Services Building
(off of John Wright Dr.)
P: 256.824.6383
E: copycenter@uah.edu

Our Hours are:
Monday - Friday
8:00 a.m. - 5:00 p.m.

**SERVING STUDENTS
FACULTY, STAFF, AND
THE PUBLIC!**

SAME DAY SERVICE AVAILABLE ON MOST JOBS!

Procurement Services

Moving Expenses for Employees

The Internal revenue code that provided an exclusion from employees' income for qualified moving expense payments and reimbursements made by employers has been suspended, except for military-related moving expenses, for tax years 2018 through 2025.

All moving expenses paid or reimbursed beginning January 1, 2018 will be taxable to the employee and subject to tax withholding. This was in the memo distributed campus wide, and is on our website under "Travel Information."

Business & Procurement Services Staff Contact Information

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Business Services

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Central Receiving - Focus on Surplus Pickups

Every department and center at the University deals with surplus equipment, furniture, office supplies, etc. Please remember that all University purchased property deemed unusable is subject to the University's surplus policy procedure. Hopefully, the following short guide will answer the basic questions of what to do with your department's surplus.

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 from OIT will then visit and evaluate the reuse.
2. Consider a trade-in for new equipment purchases. Contact a buyer at Procurement Services at [256.824.6484](tel:256.824.6484) or purch@uah.edu for details.
3. Consider transferring office equipment, furniture, and office supplies to other University departments or centers. Equipment with active asset tags will require a Property Relocation Form to be completed to record the transfer. Contact the Asset Management Department at [256.824.6315](tel:256.824.6315) or crb@uah.edu for details and/or instructions.
4. If the surplus is suspect of being or containing radioactive or hazardous material, please contact the University's Office of Environmental Health and Safety at [256.824.2171](tel:256.824.2171) for evaluation. Central Receiving cannot accept hazardous material or surplus contaminated with hazardous or radioactive material.
5. Any equipment that would require disassembly, for removal from an office or room, is the responsibility of the department to arrange for disassembly prior to pickup.

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

For Surplus ready for pickup:

1. Complete a Surplus request form, fax to [256.824.7448](tel:256.824.7448), email to crb@uah.edu or through campus mail addressed to Central Receiving. An authorizing signature is required before a request can be accepted.
2. Prior to pickup—clean, segregate and clearly label all items as **SURPLUS**.
3. It is the departments responsibility to insure that data from computers and/or hard drives is removed prior to pickup.
4. Material determined by Central Receiving to be trash, needs to be discarded through Facilities & Operations.
5. Departments can opt 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](tel:256.824.6315) for more information.



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Reminders

Accounts Payable

Purchase Order Payment Information

One of the duties of the Accounts Payable department is to assure payments to Vendors are made in a timely manner. In order for this to occur, all Purchase order related Invoices must be received in the Accounts Payable department by either email or campus mail. Memorandum Receiving Reports (MMR), packing slips, order forms, or Vendor statements cannot be used in place of an Invoice.

Checks and ACH Payments

Checks and ACH payments are processed twice each week, once on **Tuesday** and once on **Thursday** mornings. In order for a check to be processed, all documents must be received in Accounts Payable on or before 1:00p.m. prior to the check day. In the event that a scheduled check run falls on a holiday, Accounts Payable will NOT run checks until the next scheduled day.

Accounts Payable also processes special checks on an approved basis. The following are some valid reasons of the necessity for requesting a special check, but are not limited to these examples.

- A legal contract states the check will be provided at time of service
- A special ceremony involving student awards or stipends being given out
- Contractors or Vendors requiring payment prior to or immediately after service

Emergency Check Request

The Accounts Payable Department will issue a check outside the standard processing schedule for **emergency** situations only. We will put forth every effort into meeting your requests and deadlines. However, it is the responsibility of the requestor to provide the appropriate supporting information and documentation when submitting a special payment request. Failure to provide the required forms and documentation will result in your check request being denied.

NOTE: Prior to requesting an emergency check, departments should **make sure that the request is an emergency and that it cannot wait to be processed until the next normally scheduled check run**. If an Emergency check is required, the Emergency Check Request Form must be completed and submitted to the Associate Vice President of Finance & Business Services with the supporting documentation for approval. The form can be found on the Accounts Payable website.

Asset Management

Business Services conducted a survey of the state funded Universities in reference to Asset Management. We discovered that the majority of the four-year Universities in Alabama do not tag assets below \$5,000.00. Beginning October 1, 2017, Asset Management will no longer tag/track any equipment purchased under \$5,000.00, with the exception of computers (desktops, laptops, ipads, etc.) that are \$1,000.00 and over and federally purchased/acquired equipment regardless of cost.

Sam's Club & Costco

The University now has a membership with Sam's Club!

To make purchases:

1. You must have a procurement card.
2. Make arrangements to "check out" the membership card from Business Services.
3. Non-bid purchases may be made at either Sam's or Costco.

(Notes: Office supplies should be purchased from Staples or the Campus Bookstore. Computers, iPads, tablets, laptops, etc., cannot be purchased on the Procurement Card. Sam's Club *does not* accept POs but Costco does)

Travel Reimbursement

Business Services is now processing travel reimbursements. For questions or more information concerning travel please visit www.uah.edu/business-services/travel-information or contact **Sharon Box** srb0021@uah.edu or at **256-824-2239**. If you have questions about the status of your reimbursement, contact **Celia Curry** at **256-824-1071**. Please remember that if you are requesting reimbursement for mileage you must include a copy of Map Quest® or Rand McNally®.

Travel Policy Change

As established in the code of Alabama 1975, 36-7-21, employees traveling within the state of Alabama to attend a convention, conference, seminar, or other meeting of a state or national organization of which the state or individual is a **dues-paying member** may be reimbursed for their actual expenses for meals and lodging in addition to the actual expenses for transportation. In-state travel authorized under this section is subject to the same requirements as non-in-state travel for UAH employees.

Information related to International /Foreign travel is located on our website at:
www.uah.edu/business-services/travel-information