



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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Happy Holidays, Tis the Season!!!

What's New in Business Services for FY 2017? Our revised Policies and Procedures Manuals (Rev. Nov. 2016) for each area of Business Services has been posted to our website. <http://www.uah.edu/business-services/faculty-staff/policies-and-procedures-manuals>

- When we process a Requisition into a PO and the vendor is not a vendor that we have issued a PO to before, we are now required to obtain a W-9 from that vendor. Unfortunately, this does sometimes causes a delay in the processing of your PO.
- If there is an increase on a PO that is more than 10%, but is \$100 or less, an email approval from the department will be accepted, in place of a Change Order.
- Remember that the Office of Marketing & Communications has final approval on all public promotional activity advertisements (e.g. brochures, t-shirts, ads, etc.).
- See section II.42 Meals / Business Luncheons / Receptions.
- See section II.51 Awards / Gifts / Prizes of the Manual (Gifts of Memorabilia and Limited Circumstances).
- While certain purchases or payments may be allowed with personal funds, many of them such as memberships can be handled via a Purchase Order or Issue Check Purchase Order. Just a reminder to maybe keep you from tying up your personal funds.
- Please remember when submitting paperwork for reimbursements, to include the justification / reasons why the normal purchasing processes could not be followed.

So, bookmark this website and visit often. You'll be surprised how helpful it could be!
<http://www.uah.edu/business-services>

Procurement Card (PCard)...

- If you have a change in approving official, please submit a completed Procurement Card Approver Update Form, see section VI. Change in Approving Official.
- For temporary credit limit increases, submit a Procurement Card Exception Request Form, see section IX.1. Cardholder Purchase Limits.
- While the P-Card is not a mirror of the PO process, we have made an attempt to expand on the Allowables on the P-Card. Please check out Figure PC-8 Procurement Card Allowables (and the Restrictions Figure PC-7) in the manual, and on the website.

Holiday Schedule for Central Shipping & Receiving and Mail Services ...

Shipping/Receiving and Mail Services Holiday Schedule:

- During the University's Christmas and New Year's Holiday break (December 23rd, 2016 through January 2nd, 2017) the Central Receiving Building (REC), including Mail Services, will be open for your convenience from 8:00am to 12:00pm on Wednesday, December 28th.
- Incoming USPS mail, FedEx/UPS packages and previously scheduled freight deliveries will be received and processed; however, no packages or mail will be delivered or collected on campus. All University personnel are welcome to come by Central Receiving and pick up mail/packages and leave outgoing mail (which will be taken to the Post Office the next working day). To allow time for processing, please plan pickups of mail and packages for after 10:00am on December 28th.
- The deadline for bulk mailings will be December 19th.
- In addition, no industrial gases or laboratory alcohol will be delivered during the holidays. Orders for industrial gases or laboratory alcohol received after Close of Business on December 21st will not be processed until after the holidays. The surplus property area will be closed.
- We will return to normal business operations on Tuesday, January 3rd, 2017.
- If you have any questions or concerns, call x6315 for Central Receiving or x6116 for Mail Services.
- See section II.7 Personal Orders, in the event you have a personal shipment delivered to UAH.
- See section IV.2 Off-Campus Mail, Domestic, if you have personal off-campus mail that requires postage and the purchase of a stamps.

The UAH Copy Center...

- See Section IV. The Printing Order Form, IV.1. Printing/Copying Procedure if you have a request for letterhead, business cards, notepads, or envelopes.
- On our website under Helpful Tips Step 2, the Printing Order Form and the Stationary Printing Order Form are now both online fillable forms.

Reminders...

There are a number of items that are available on bid (t-shirts, car rental, computers, research supplies, etc.). Please check out our Open Bid List to review those items (www.uah.edu/business-services/faculty-staff/open-bid-information). If there is something you are in need of but do not see listed, check with the appropriate Procurement Officer (<http://www.uah.edu/business-services/faculty-staff/procurement-services/who-to-contact>) and they may be able to locate another bid or vendor source.

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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

Telecommunications

Contact Us

UAH Business Services

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