



Banner tip of the Day...

If you encounter any problems with entering your Banner Requisition contact **Judy Curtis**, at Extension -2552.

Contacts and Links

Business Services Staff
Contact Information

(<http://www.uah.edu/business-services/faculty-staff/staff>)

Procurement Officer Contact
by Commodity

(<http://www.uah.edu/business-services/faculty-staff/procurement-services/who-to-contact>)

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

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>

Here are some bullet points of interest:

Procurement Services...

- 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 reason why the normal purchasing processes could not be followed.

Procurement Card (P Card)...

- 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

Procurement Card Program

(<http://www.uah.edu/business-services/faculty-staff/p-card-services/about>)

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



Banner...Helpful Links

Requisition Entry Workbook

(<http://www.uah.edu/business-services/faculty-staff/training>)

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.

Asset Management...

- Remember that the accountability for equipment lies with the department head who is responsible for all purchased and acquired property assigned to his or her area.
- Section II. Inventory Survey, II.1 Procedure has been updated with the process concerning missing assets.
- Remember the designated property managers for each department are required to notify Asset Management of all equipment acquisitions, changes in custodians, transfers, and relocations.
- While all equipment / assets should come to the campus through Central Receiving, if by chance there is a direct delivery to your department, notify Asset Management upon receipt.
- **NOTE:** Business Services conducted a survey of the state funded University's in reference to Asset Management. We discovered that the majority of the four-year University's 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, iPad, etc.) that are \$1,000.00 and over; and federally purchased/acquired equipment regardless of cost.

Central Receiving and Mail Services...

- Mail Services would like to thank everyone for including your account number with your off – campus mail. There is a big improvement in that area which makes it much easier to process. However we would like to ask when addressing Campus Mail to please add the Name, Department, Building , and Room number of the Addressee on the left side and the senders name on the right side of the envelope.
- Please only use 301 Sparkman Drive Huntsville AL. 35899 as your address. Don't use Street address Ben Graves Drive or John Wright Drive. The Post Office is delivering mail addressed this way to the Housing office because those are the Street Addresses the Students use.
- Also we would like to remind everyone that we start our mail delivery each day at 11:00 am. Please have all Campus and Off Campus Mail in your designated drop off locations by 11:00 am each day to insure that it is processed daily.
- All Outgoing Mail leaves each day at 2:30 pm. To give Mail Services time to process mail please have it in the Mailroom no later than 2:00 pm. If you'd

Requisition Approval
Workbook

(<http://www.uah.edu/business-services/faculty-staff/training>)

.....

Other Important Links

Copy Center

(<http://www.uah.edu/business-services/faculty-staff/copy-center/about>)

.....

like to drop off your outgoing mail at the NEW Copy/Mail Services Outlet in charger Union, have it there by 11:00 am to go out daily.

- All personal mail and the purchase of stamps are handled at the Copy/Mail Service Outlet Located in Charger Union Room 121.

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

The UAH Copy Center...

- If you have a Xerox copier that is leased from the UAH Copy Center, the paper for your device is included as part of your monthly usage charge. To order paper for your Xerox device either call (x6383) or email (copycenter@uah.edu) and tell us you need paper for your Xerox device. Please specify the Xerox device location and how many cases you need.
- Paper for all other devices (printers, fax machines, etc.) must be purchased. This paper is available for purchase from the UAH Copy Center and we offer free delivery anywhere on campus. To order paper send a Copy Center Work Order telling stating how many cases you need. Or, we can fill a work order out for you, just call or email us with your request. Please provide the delivery location and a valid org. code to charge your paper to.
- Please note: We strive to deliver copier and printer paper as quickly as possible. However, at times delivery may take up to 2 to 3 business days, therefore, please order before you are completely out.
- 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 both available online in 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.

- In August 2013, the Contract for Professional Services form was updated to include a new section entitled, ‘Receipt of Pension.’ The individual or designated representative from a company is asked to put his/her initials beside the appropriate response. At times, the response is in the form of a checkmark, X, or typewritten initials (all of which are unacceptable per UAH’s Legal department). The actual handwritten initials from the contractor are required in this section. The department that has submitted the Contract for Professional Services is responsible for ensuring the handwritten initials are obtained from the contractor in Section 7 of the contract. Should the vendor put a checkmark, X, or typewritten initials beside the appropriate response in this section, the contract will be sent back to the department for correction and thus delaying the approval process.
- Agreements: All agreements (and non-professional services contracts) should be routed to Procurement, as an attachment to your Requisition before being sent to the appropriate VP for signature. This way Procurement can address the state required process of bids/proposals or sole source, when the total cost exceeds \$15,000.

Telecommunications

(<http://www.uah.edu/business-services/faculty-staff/telecommunications/about>)

.....



Contact Us

UAH Business Services

Ph:256-824-6484

bussvcs@uah.edu

.....

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 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!