

Accounts Payable

One of the duties of the Accounts Payable department is to ensure 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 (MRR), packing slips, order forms or vendor statements cannot be used in place of an invoice.

Checks and ACH payments are processed twice each week on TUESDAY and THURSDAY mornings. In order for a check to be processed, all documents must be received in Accounts Payable on or before 1:00 p.m. the day *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 a *pre-approved* basis. One example of a special check is a request to hold a check for pickup. Approval can be obtained by emailing Accounts Payable at coucht@uah.edu AND clackj@uah.edu. Checks can be held for pickup for both Purchase Orders and Miscellaneous Vouchers. A copy of the approval email from Accounts Payable must accompany the backup documentation.

A valid reason must accompany the request to hold a check. Valid reasons include, but are not limited to, the following:

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

Procurement Card Services

Save your PCard Reconciliation!

Do you make copies of your PCard Reconciliation or do you scan it and keep an electronic file? Yes? That's wonderful! No? Well, you may find yourself in a pinch when you need to reference something in that reconciliation and you don't have it. A copy or scan of your paperwork is an essential tool to help you when your need to take a look back at something.

Remember, we are here to help you! You are never bothering us when you call! So, don't ever hesitate to give us a quick call with any questions that you may have.

Thank you so much for all you do!



Business Services

Striving to serve you with excellence!

Welcome to the Team

Please help us welcome our newest staff members:

Carmen Dykes, Accounting Assistant

Jackie Neely, Business Services Assistant

Amanda Sandusky, Mail Services Assistant

Aimee Woodard, Asset Management Assistant

Going Green

Procurement Services encourages our campus community to make sustainable and environmentally friendly purchases. If we can be of assistance in purchasing these products, please let us know.

Tax Exemption

Business Services now has tax exemption forms available for several states. Check out the Business Services page for details and links to the forms. Call us at *6484 if you have any questions.

New! Independent Contractor Form

Effective June 10, 2019, an Independent Contractor (IC) Request Form will be required for all vendors who will be paid according to the terms of a Contract for Professional Services or a Letter of Invitation. The form should be completed by the department requesting services and submitted for approval *before* any agreements are made or work performed.

If approved, the department should proceed in accordance with the Professional Services policies and guidelines.

If not approved, the department will need to follow Human Resources policies and procedures to pay the vendor as an employee for services rendered.

The form can be found on the Business Services page under the Contracts for Professional Services tab.

Any questions concerning how to complete the form should be directed to the UAH Office of Counsel. Call Business Services at *6484 or *6485 for any other questions regarding the Independent Contractor Request Form.

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

Please Deliver to:

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

Spotlight on...Contracts for Professional Services

Did You Know?

In rare instances, the Business Services department receives contracts that require heightened review. A contract for professional/consulting services over \$250,000 is one such example. The process for review and approving VP signatures follows the same routine as regular contracts except the contract must also be signed by the Vice Chancellor for Finance.

The Vice Chancellor is limited to review for potential conflicts of interest. All requirements of Alabama or other governing bid laws and any campus-required approvals remain the same. Due to the contract being sent to UA, this will extend the normal timeframe for obtaining a fully executed contract.

Call Business Services if you have any questions or think a contract you are preparing may require heightened review. We are happy to help!

A letter of invitation may be substituted for a professional services contract if the amount paid to the vendor will be less than \$500. The letter should be on UAH letterhead and addressed to the vendor. A vendor disclosure is not required for a letter of invitation. However, a W9 will be needed if the vendor has not previously performed work for UAH. The following information must be included in the letter:

- Service(s) to be performed
- Date(s) of service
- Amount to be paid to vendor
- Signed by the vendor, Budget Unit Head, and appropriate VP

A contract number will not be assigned to letters of invitation. The UAH Legal Office will handle reviewing all letters of invitation.

Helpful Hints for Successful Contract Submission

Contracts:

- The Budget Unit Head or other person with budget authority must sign. Please print name under the signature line.
- If travel expenses are to be reimbursed, please indicate day/week/trip by circling one of the options. If none of these accurately describe the situation, you may write-in the agreed upon terms.

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- The term must be actual date(s) of service. Please do not use Fall 2019, Winter Term or other non-specific verbiage.

Vendor Disclosure

- A vendor disclosure is required with all contracts for professional services even if the University has contracted with the vendor in the past.
- The term and amount must match what is written on the contract.

W9 Form

- Required if this is the first time we have contracted with this vendor.
- An updated form is required if any information has changed (e.g. address, name).

Please ensure the following items are exactly the same on the contract, vendor disclosure, and W9 form:

- Individual or company name
- Address. Either the physical location, the address where they prefer payment to be mailed or both in some cases. For example, if they have a physical address but prefer mail to be sent to a PO Box.
- Amount, anticipated amount, and/or not to exceed amount (NTE)
- Term (dates of service)

Procurement Services

Micro Purchase Threshold Update

On June 20, 2018 the Office of Federal Financial Management issued a memo (m-18-18) stating that the federal micro purchase threshold had been raised from \$3,500 to \$10,000. Purchases under \$10,000 will no longer require additional documentation of competition, but will follow the standard policies and procedures (Policies & Procedures Manual-Procurement Services, Rev. Nov. 2016, Section VII.2, Bids and Pricing Guidelines). Purchases of \$10,000 or more will require additional documentation of competition. Purchases of \$15,000 or more will be bid or declared a sole-source.
Revised April 17, 2019

Coming Soon

Procurement has recently undergone an Export Control Audit. As a result, some new measures will be put in place to make sure that we are in compliance. It will be several months before this is fully implemented. Stay tuned! More details will be shared as they become available.

Mail Services

- If your department utilizes a private company for your standard mail, please send the name of the company, account number, and the expected date of mailing to elliffi@uah.edu or abs0039@uah.edu. This information is needed for the billing process.
- Please include your Department Account Number in the upper right corner of all Off Campus mail. This is especially important for departments that have more than one account!
- Need reusable On Campus envelopes? Let us know! We have plenty to share!
- Changing departments? Need your mail sent to another building or room on Campus? Please submit a Mail Relocation Request Form to Mail Services as early as possible before your move. You can find it under the Forms tab on the Business Services page.
- If your department is moving to a different building on Campus and needs a mailbox set up, contact Mail Services at *6116 or *2164.

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Business & Procurement Services Staff Contact Information

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Vicki Woods

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Carmen Dykes

Accounting Assistant
[x2239 - cmd0044@uah.edu](mailto:cmd0044@uah.edu)

- When sending Campus Mail, please include the recipient's name, department, and building. If there is only a room number, mail delivery could be delayed if the recipient has moved.
- Please do not bundle International and Domestic Mail together. Also, when sending International Mail, please note that in the upper right corner of the envelope.
- Incoming mail for students should be addressed to the Residence Hall where they are located. Each Residence Hall has its own address (street and zip code).
- Faculty and staff incoming mail should be addressed to 301 Sparkman Drive Huntsville, AL 35899. Also include your name, department, and building.
- Stamps are available for sale at the Copy Center, located in the West end of the Business Services building.

Did You Know?

Mail Services provides an automated service to seal letter-sized envelopes for Off Campus mail as the postage is applied. Standard and legal envelopes must fit the dimensions specified in Table MS-2. Due to equipment and time limitations, Mail Services does not provide sealing services for flat-sized articles or envelopes larger than the specified dimensions.

Table MS-2, Envelope Dimensions for Sealing

Dimension	Minimum (in Inches)	Maximum (in Inches)
Length	5	11 1/2
Height	3 1/2	6 1/8
Thickness	.007	1/4

We have provided some helpful tips for preparing your Off Campus mail that you would like to have sealed by Mail Services.

- Turn each article of the mail the same direction.
- Flaps must be closed as if sealed. Please do not nest envelopes with the flaps open!
- Bundle unsealed articles separately from sealed articles. Do not mix sealed and unsealed envelopes in the same bundle.



Business Services

Striving to serve you with excellence!

Mail Services (Central Receiving Annex) 7:15 a.m. - 4:00 p.m. P: 256.824.6116



Business Services

Striving to serve you with excellence!

Central Receiving

Surplus Auctions

Currently all surplus sales at UAH are exclusively handled through GovDeals. <https://www.govdeals.com/>

GovDeals is a public online auction website specializing in the sale of surplus equipment from state and local governments. These are public auctions and individuals are welcome to register and participate in bidding. You can register for an account at <https://www.govdeals.com/register>.

Any UAH department or center that is interested in selling excess equipment through GovDeals should contact Central Receiving at 256.824.6315 or crb@uah.edu. The policies and procedures related to surplus equipment and asset management still apply with the disposal of all equipment, including a request to sell.

With regard to the sale of rare or valuable equipment, Central Receiving normally does not gauge the value of an item or equipment prior to posting the item for bid. Any potential value should be determined by the disposing department.

Reserve pricing can be set for any posted auction. A department may set a starting bid price and bid increments for any auction. This can protect the department from not gaining the desired result during the auction.

In most cases, items can be auctioned in place with the winning bidder being responsible for the removal of the items.

If you have any questions regarding GovDeals or the auction process, contact Central Receiving at 256.824.6315 or crb@uah.edu.

Asset Management

Asset Management is proud to announce our new email address: assetmgmt@uah.edu.

During inventory cycles (government and state) mail will be generated via this email address. The email will contain your department's list of assets to be inventoried as well as a date for a representative to come and meet with you or your designated representative. Please note, this date can be changed if it is not convenient for you. Additionally, we are utilizing Google Calendar to generate email reminders one hour prior to your scheduled appointment.

Forms pertaining to and questions regarding available surplus, dispositions, and property transfers/loans should be sent to assetmgmt@uah.edu.

Copy Center

Do you know how to order business cards, envelopes, and letterhead from the UAH Copy Center? There are several things to know when ordering official UAH stationary. All file design work will need to be coordinated with the Office of Marketing and Communications (OMC). They can be contacted at *6397 or OMC@uah.edu.

If you are a new employee ordering business cards for the first time, you will need to contact OMC to request design creation or approval if you have designed your own business cards. Current employees wishing to make changes will also need to contact OMC for approval. The OMC Photo, Video, and Design Request Form is located on the Office of Marketing and Communications page under the Services tab. Once the design has been completed and you have approved it, OMC will send the file to the Copy Center for printing.

The Copy Center has a separate form that is required in order to print your items. To expedite receipt of your order, please provide the Copy Center with your approved Stationary Printing Order Form at the time you place your design request with OMC. The form is available at the UAH Copy Center or on the Business Services page under the Copy Center Helpful Tips tab.

The Copy Center keeps the business card files that we receive from OMC for printing future orders. As long as there are no changes to be made to your existing file, you may contact the Copy Center directly to place your reprint order. **When placing your order, please attach a copy of the item you are requesting to be printed to ensure that the correct version is used.**

These guidelines also apply to printing requests for envelopes and letterhead.

UAH Copy Center 8:00 a.m. - 5:00 p.m. P: 256.824.6383 E: copycenter@uah.edu

Office of Information Technology

The Office of Information Technology maintains a storeroom of used computers and computer related equipment to service the campus community. Contact us at helpdesk@uah.edu if you would like more information.