

Reminders

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

Visit the UAH Copy Center located inside the Business Services Building for all of your printing needs!



Business Cards	Invitations	Bulletins	Tickets
Brochures	Mail Merge	Newsletters	Handbills
Copies	Tent Cards	Posters	Holiday Cards
Flyers	Multiple Part	Signs	Calendars
Programs	Forms	Banners	Letterhead
Postcards	Nametags	Labels/Tabs	Envelopes
Certificates	Notepads	Resumes	Door Hangers

256-824-6383 | copycenter@uah.edu

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Business Services

Striving to serve you with excellence!

Business Services has new *Contact by Commodity* information for FY 2018!

www.uah.edu/business-services/faculty-staff/procurement-services/who-to-contact

Moving Expenses

Effective January 1, 2018, the new Tax Cuts and Jobs Act eliminates the deduction for qualified moving expenses. All job-related moving expenses, whether paid for by the individual and/or reimbursed or paid for by their employer are taxable for years 2018 through 2025, except for certain active-duty members of the armed forces. The University will be providing new guidelines to the campus in the near future. In the meanwhile, if you have questions or concerns, please contact Human Resources or Business Services.

Procurement Card

Is it approved? Really?

Don't let Approval's catch you lacking....

Approvals are a necessary part of keeping checks and balances in many University programs. When making purchases, keep these things in mind:

- **Departmental Approval(s)**
- **Contracts and Grants** (for Research account purchases)
- **OSP** (for various equipment purchases)
- **Procurement** (to approve the best method of purchasing, and if it is allowable)

Remember that when you get approval(s) from your department head(s), you may still need additional approval(s) from other areas. As always, if you ever have any questions, feel free to contact the *Procurement Card Staff* by email at card@uah.edu.

Tip of the quarter...

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

Contact: Judy Curtis x2552
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



Business Services

Striving to serve you with excellence!

Central Receiving

Mail Services

The following information lists USPS rate changes, and pricing that took effect January 21, 2018.

Changes to First-Class Mail®:

	Expiring 2017 Prices	New Prices 1/21/18
• FCM - Letters up to 1 ounce	\$0.49	\$0.50
• FCM - Flats up to 1 ounce	\$0.98	\$1.00
• FCM - Parcels (Retail): pay one price up to 4 ounces	\$3.00	\$3.50
• Marketing Mail prices (aka Standard Mail), increase 1.9 % on average, as do prices for Bound Printed Matter, Media Mail® and Library Mail.		

Select rate for First-Class Mail®:

• Single - Piece Letter - First Ounce	\$0.49	\$0.50
• Single - Piece Metered - First Ounce	\$0.46	\$0.47
• Single - Piece Flat - First Ounce	\$0.98	\$1.00
• Each additional ounce (letters and flats)	\$0.21 (\$3.00 up to 4oz)	\$0.21 (\$3.50 up to 4oz)
• Postcards	\$0.34	\$0.35

Select rates for Other Services:

• Certified Mail™	\$3.35	\$3.45
• Media Mail® - 1lb Single Piece	\$2.63	\$2.66
• Library Mail - 1lb Single Piece	\$2.50	\$2.53
• Return receipt - retail	\$2.75	\$2.75

Priority Mail Express®:

Priority Mail Express (PME) rates will increase by an average of 3.9% overall when compared to 2017 rates. Priority Mail prices will see an average rate increase of 3.9% overall, with Retail prices increasing by an average of 0.8%, Commercial Base increasing 6.2%, and Commercial Plus prices increasing 6.1%.

PM Flat Rate retail prices will increase as follows:

• Flat Rate Envelope	\$6.65	\$6.70
• Legal Flat Rate Envelope	\$6.95	\$7.00
• Padded Flat Rate Envelope	\$7.20	\$7.25
• Small Flat Rate Boxes	\$7.15	\$7.20
• Medium Flat Rate Boxes	\$13.60	\$13.65
• Large Flat Rate Boxes	\$18.85	\$18.90

Copy & Mail Services Outlet Charger Union
 8:15 am - 5:00 pm
 P: 256-824-6964
 F: 256-824-5801

Mail Services Central Receiving Annex
 8:15 am - 5:00 pm
 P: 256-824-6116

Gas Cylinder and Lab Alcohol Orders

Central Receiving is responsible for placing gas cylinders and laboratory alcohol orders for all campus departments and centers. The orders are submitted through the University's bid awarded vendor.

To initiate an order please complete and submit the **Gas Cylinder/Laboratory Alcohol Request Form** which is available at:

www.uah.edu/images/administrative/business-services/Forms/central-receiving/gas_form-data_entry_2016_update_filliable.pdf

Please ensure that the necessary signatures, correct account information, gas type, gas grade and correct cylinder size is noted. Central Receiving is not responsible for incorrectly recorded or illegible account numbers. Any account numbers found to be inactive or insufficiently funded account numbers will be charged back to the department's home labor account.

Please note any cylinder returns and/or cylinder swaps in the appropriate section at the bottom of the form.

Completed forms may be submitted by email to crb@uah.edu or faxed to 256-824-7448.

Notes:

- It is the requesting department's responsibility to insure that the designated location or lab is to be unlocked or manned for the cylinder deliveries to take place. Due to safety concerns, cylinder deliveries will *NOT* be left in the hallway or unsecured outside their designated location or lab. *NO EXCEPTIONS*. Please include any additional contact information and/or instructions, on the request form that is required to facilitate the delivery. In the event of multiple delivery attempts, additional delivery fees may apply.
- It is the department's responsibility to immediately report any empty cylinder(s) and to arrange for pick up. It is also the department's responsibility to notify Central Receiving of any incorrectly recorded account charges or extended cylinder rental fee.

If you have any questions please contact Central Receiving at x6315 or by email at crb@uah.edu.

UAH Copy Center

Paper Services

- 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 provide the device location. *There is a 2 case maximum per order.*
- 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 either call **x6383** or email copycenter@uah.edu and provide delivery location and valid org. code.
- Please be aware that while we strive to deliver copier and printer paper as quickly as possible, there may be times that delivery could take up to two days. Therefore, please order your paper before you are completely out.



Located inside the
 Business Services Building
 off of John Wright Dr.

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

Please Contact us at:
copycenter@uah.edu
 256-824-6383