



Banner tip of the Day...

Just a friendly reminder of the end of the month rule for approval of requisitions. All requisitions are valid for approval until the end of the month in which they are entered in Banner. If a requisition is not approved by the last day of the month, it will be denied by the approver (s) & the transaction date will be reset for the following month. This procedure will return the requisition to the approval process where it will be accessible to the department & all concerned approvers & valid for an additional month.

If a requisition is not approved in the month it was entered & in the end is not needed it will be denied & deleted from Banner resulting in the restoration of funds to the department & taken out of a hold status. For resets, deletions, or questions please contact Celia Turner at ext.: 1071.

Another Fiscal Year-End...Another One Begins!!!...

Welcome to FY 2016! With this new Fiscal Year, may we suggest that you take some time to review and see what you can learn about the Procurement process and how it relates to you and your department? We hope that you will find valuable and timely information in this newsletter that will assist you in understanding the business processes that support the UAH community.

How about that Website??? You might be surprised to find out what's available to you on the Business Services Website! Be sure to check it out...

The Business Services Website has a wealth of information that you may not even know is available to you. Take a look at just a small sampling of the things you can find on the Business Services Website:

- **Business Services Manual (click on a page number in the Table of Contents and it takes you right to that page!)**
- **Instructions on how to complete a Contract for Professional Services**
- **Open Bid information**
- **Listing of commonly used Banner Account Codes**
- **UAH Taxpayer Identification Number (W-9) Form**
- **UAH State Tax Exempt Form**
- **Request for Vendor to complete a Taxpayer Identification Number (W-9) Form**
- **Procurement Officers listed by commodity**
- **Procurement Card Information**
- **Central Receiving and Mail Services Information**
- **Copy Center and Telecommunications information**
- **...and much, much more!**

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

Contact Us

Click below to access the Business Services Staff Contact Information

[Business Services Staff Contact Information](#)
[Procurement Officer Contact by Commodity](#)

(Link to contact info on [website](#))

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)*

Thank you....

Thank you for sharing your experiences with us by completing the recent Business Services Survey. Your ideas and feedback about our services are greatly appreciated. We thank you for taking the time to complete the survey. We will work to improve in the areas that you have brought to our attention. Again, thank you.

Procurement Services...

Have you ever needed to make a purchase over the bid limit of \$15,000.00? To assist with those purchases we have open bids which are established by UAH, UA, UAB, State of Alabama, E & I Coop., U.S. Communities, TCPN, and NJPA. We have open bids for computers, furniture, office supplies, and printers just to name a few. Procurement Services has multiple Open Bids on our website for your information on the attached link: <http://www.uah.edu/business-services/faculty-staff/open-bid-information>

If you need additional information about any of the contracts, contact the Procurement Officer that is listed for each commodity. We are always here to help with information regarding bids and anything else that you might need Business Services to provide.

Asset Management Reminders:

Disposing of UAH Owned Fixed Assets through Surplus

Departments needing to surplus, UAH owned, tagged and recorded fixed assets can start the process by completing and submitting a Surplus Pickup Request Form to Central Receiving on the attached link:

<http://www.uah.edu/business-services/faculty-staff/asset-management/surplus-property>

Following receipt of the form, a representative of Central Receiving will notify the department and schedule pickup of the item (s). Drop off of surplus assets is available in Central Receiving also.

Departments needing assistance in researching and/or identifying any fixed asset or assistance in preparing lists of fixed assets, to be disposed, can contact Asset Management at crb@uah.edu or phone 256.824.6315.

Questions regarding Government titled assets can be directed to the Government Property Officer in the Office of Sponsored Programs.

Any questions or concerns about asset management or the surplus process can be directed to the Office of Asset Management at 256.824.6315 or crb@uah.edu.

Procurement Cards...

As a result of a recent audit, we are in the process of implementing updates to the Procurement Card Policy. Please note that the single transaction limit has been increased



to \$2,999.99 effective as of October 1, 2015. Additional updates will be forthcoming.

Below you will find some updates to the Grant Procurement Card Policy.

GRANT PROCUREMENT CARD POLICY UPDATE

Emergency and out in the field purchases only: It is not required that the cardholder delay purchases of commodities \$2,999.99 or lower, until the Contracts & Grants Accounting (CGA) email approval is received.

Prior to purchasing commodities \$2999.99 or lower, submit an email to your Contracts & Grants Accountant (CGA) detailing your required purchase. **If this is an emergency or out in the field purchase**, do not wait on the approval to make the purchase. **Note:** When the approval is received, a print out of the approval email from CGA must be included in the reconciliation packet with the receipt. In addition, there must be a statement explaining the emergency or that you are out in the field included with the paperwork. This exception to the process is meant to address emergency and out in the field issues only, and is not meant to replace the normal Grant Procurement Card purchase process, where you must wait on the email from CGA approving the purchase.

However, if the commodities charged are deemed unallowable, the charges will be transferred to the default org on the cardholder's application.

Copy Center...

Helpful Hints Using Your Xerox Multifunction Device:

If you are trying to copy or print on card stock or label stock (such as Avery), it is best to use the bypass tray on your Xerox device. Also, be sure to program the appropriate paper size and paper type prior to printing. This will ensure the quality you expect and ensure the prevention of jams and other potential problems.

If you are experiencing lines on your copies, when using the document feeder, this can be corrected by thoroughly cleaning the thin strip of glass, located on the left side of your device, under the document feeder. If this does not correct the problem, or, if you're getting lines when printing, please place a call for service to the UAH Copy Center at 256-824-6383.

As a reminder, "regular" (8.5"x11") paper is included as part of your monthly fee for your Xerox device, if leased through the UAH Copy Center. To order paper for your Xerox device, simply call or email the Copy Center. Paper needed for any other purpose must be purchased. A Copy Center work order with a valid account number is required. If your department is interested in leasing a copier on a temporary or permanent basis, please contact Anthony Garrison, Copy Center Coordinator, at 256-824-6896, or anthony.garrison@uah.edu.

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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](#)

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!

Contact Us

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bussvcs@uah.edu