



BUSINESS SERVICES

Striving to serve you with excellence!

November 2012

Third Quarter, Volume 2

Banner tip of the Day...

When entering requisitions, do you ever get stuck with error messages...especially when you get to the FOAPAL area? Here is a "TIP" that is sure to help.

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If you have tried, more than twice, to complete a Requisition but keep getting that annoying red (X), this tip will almost always get you through. Clear out the entire FOAPAL area...YES...the H, the Index and anything else that is still showing up in that area, whether you know it is correct or not. Start over with just the H and the Index number in those two areas **ONLY** before you click **Validate**.

Your Fund and Program will populate for you and the Index jumps to the Organization area. This is all **good** to see and all that is left to enter is your

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

Welcome to FY2012/2013! 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 UAHuntsville 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
- UAHuntsville Taxpayer Identification Number (W-9) Form
- UAHuntsville 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>

Spotlight on Contracts for Professional Services

Welcome to Contracts for Professional Services. Nancy Snowden is your contact for all aspects of these types of Contracts and can help you with all your Professional Contract needs. Check out these pointers that might help you when working with Contracts.

Account Code and your Accounting Amount then click **Validate** again, one last time. You will, at last, get the green check mark with no errors and be able to click **Complete** for your Requisition number. It works...but if all else fails do not hesitate to contact (me), Judy Curtis, at 256-824-2552 for help with any Banner Requisition entry problems or for Banner Training Classes.

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Contacts and Links

(click below to access)

Business Services Staff
Contact Information

- ✓ Normal turnaround time is 5 – 7 business days from the time a Contract is received in Business Services until a Contract number is assigned;
- ✓ All contractors must sign two (2) copies of their Contract; if the Contract exceeds \$7,500.00, a Disclosure Statement must be completed and signed by the contractor.
- ✓ All Budget Unit Heads must sign the two (2) copies of the Contract before sending the Contract through the normal signature routing process;
- ✓ All Contracts received in Business Services are routed to Office of Counsel for review and then forwarded to the authorized signer;
- ✓ Any and all Contracts received by Business Services for signature routing after the start of services by the contractors, must be accompanied by a late justification;
- ✓ Should a hotel require an authorized signer from the University for hotel room/meeting space, the document would take the normal route as a Contract (the document would be sent to Office of Counsel, SKH347 – Attn: Patti Weldon – and then forwarded to the authorized signer).

Also note that when completing your Requisition, be sure to supply a copy of the Contract with your backup and include the Contract number in the document text of the Requisition.

Should you have any questions regarding Contracts for Professional Services, you may contact Nancy Snowden at 256-824-6485 or snowdenn@uah.edu.

New Wireless Device Policy....

The University has adopted a new Wireless Device Policy. Added to the previous policy are ipads, tablets, and other wireless devices. This policy is located on the Business Services website, under “Open Bid Information.” Click on “Faculty & Staff,” then click on “Open Bid Information,” and it is listed at the top of the page.

Campus Mail Reminders...



When addressing Campus Mail, please be sure to include the Department Name. For Off Campus Mail, please include the Account # to be charged for the postage. Remember that Off Campus Mail leaves Mail Services each day by 2:30 p.m.

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](#))

Banner...Helpful Links
(click below to access)

Requisition Entry
Workbook

Requisition Approval
Workbook

To Faculty, Staff, and Housing Personnel:

Please remind all students (especially new students) that Zip Codes differ depending on where they live. See below:

Charger Village and Southeast Housing
35805 (West Station Post Office)

Frank Franz Hall, N Central Res Hall, and Central Campus Res Hall
35816 (Wynn Drive Post Office)

If you have any questions, please contact Mail Services at 256-824-6116.

Need to get a RUSH check from Accounts Payable?

With Procurement Cards and prior planning, we have seen a decrease in the necessity for RUSH Issue Check Purchase Orders. However, we do know that sometimes, emergencies do occur that cannot be avoided. If you should need to get a check from Accounts Payable on a Tuesday or Thursday, all paperwork must be delivered to Accounts Payable no later than 3:00 p.m. the day before the checks are to be run (Monday or Wednesday).

Reimbursements! Can you or can you not?

Reimbursements are an allowed form of payment for approved items ***only*** if the normal Procurement processes are not available. If you are considering using your own funds for a purchase, here are a few things to keep in mind:

- Consider the use of a Procurement Card or a Purchase Order before using your own funds.
- Computers and computer peripherals are not allowed under reimbursement.
- Sales tax is not allowed under reimbursement.
- Visit the Policies and Procedures Manual for other restrictions.
www.uah.edu/Business-Services. Under the Faculty and Staff tab, click on Policies and Procedures Manual
- Any Requisition submitted for reimbursement must be accompanied by a written justification as to why the normal Procurement process could not be followed (Procurement Card or Purchase Order). Note that a lack of prior planning does not constitute an adequate justification.
- Any Requisition submitted for reimbursement must be accompanied by **original** receipt(s).

If there is any question as to how to appropriately handle any kind of purchase, please contact the Procurement Office **prior** to the purchase. Otherwise, there is the risk that the reimbursement could be denied.

As always, let us know if you have questions or concerns about this. We are happy to help you!

Other Important Links
(click below to access)

Copy Center

Telecommunications

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Did you know there was an increase to the Bid Limit?

Procurement Services is pleased to announce that effective August 1, 2012, the Alabama Competitive Bid Law limit was changed from \$7,500.00 to \$15,000.00. As a reminder, when it is known or contemplated that like or similar items that cumulatively total \$15,000.00 or more in a fiscal year, campus wide, these items must be obtained through the competitive bid process. If you have any questions concerning the bid law please contact us.

Do you travel? Here are some changes to keep you up-to-date...

Travel

Accounting & Financial Reporting has updated the UAH Travel Policy, which can be found at <http://www.uah.edu/admin/Finance/>. Please read over the policy to ensure you are in compliance for your next travel. The policy will be strictly enforced. The meal allowance for out-of-state travel has increased from \$40 per day to \$60 per day. Therefore any individual approved for University travel out-of-state can be reimbursed actual expenses up to \$60 per day. Also, two forms of verification for airfare are required. Those two forms are the boarding passes and the receipt/itinerary which provides the travel and payment information. In order to avoid delay in reimbursement, please provide all necessary documents.

Signature Guidelines

Below are guidelines for signatures on forms processed by Accounting & Financial Reporting:

- Travel Authorizations must be approved by the VP, unless signature authority has been delegated to the director/assistant director, or the dean.
- Travel Reimbursements must be approved by the traveler's supervisor, the director/assistant director, the dean, or the VP.
- Travel Reimbursements on contract/grants must be approved by the principal investigator, or the supervisor of the principal investigator.
- The director and the dean's travel authorizations and reimbursements must always be signed by the VP.
- Transfer Authorizations can be approved by those designated on the signature authorization form.
- Miscellaneous Voucher Reimbursements can be approved by those designated on the signature authorization form.
- No one can approve a reimbursement to their own supervisor.
- No one can approve a reimbursement to themselves.
- All signatures must be the actual signature of the individual.
- Stamped signatures are not allowed.

Telecommunications

Contact Us

UAHuntsville Business Services

Ph:256-824-6484

bussvcs@uah.edu

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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!