



under Commodity...this is the place to insert RUSH or CHANGE (for Change Order). If you do NOT place the RUSH in this section it will not be read by the system and could delay the processing of your time-sensitive Purchase Order. Remember, you only have to place RUSH or CHANGE on the FIRST line item if you have multiple line items. PLEASE, only use RUSH if your request is time-sensitive.

* Description- Again, under the Requisition Commodities section under Description...please provide all the information you can about the product or service on this line item. Include a complete description to include any part order #, Contract #, etc. with any other pertinent information. Repeat for each line item. A lack of a complete description could cause order delays or inconsistencies. Please be thorough!

* Requisition Accounting This section should be checked and double checked for proper account numbers. Remember the steps for this section:

1. Put an "H" in the COA field
2. Put the Organization Code you wish to use in the Index field
3. Validate (You will get an expected error message. Much of the info needed will auto populate)
4. Return to the section and put the appropriate 4-digit Account Code in the Acct field. If you're not sure which Account Code to use, call our office and we'll help you find the correct code.
5. Put in a 100 in the Accounting field at the far right. (If you are splitting between various Organization Codes and you're not sure how to do that, call our office and we'll help you.)

If all else fails do not hesitate to contact Vicki Woods at x6484 for help with any Banner Requisition entry problems or to schedule

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 UA
Procurement Card Program
how it can help you and your
department [\(more\)](#)

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Did you need to know the time frame for turnaround of a Contract for Professional Services? Here's what you need to know...

To avoid late Contracts, please note the following information from the Policies and Procedures Manual:

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VI.3. Procedure and Approval

Departments should submit to Business Services all contracts for Professional Services at least two weeks prior to the first day of the contracted assignment. The procedure for completing a contract or contract amendment takes approximately five to seven working days. If a contract is issued after the official first day of the period specified in the contract, the department must submit an "After-the-Fact Justification" signed by the Originator.

DEPARTMENT

All departments, except Office of Sponsored Programs (for contract or grant agreements with regard to research and service activities) and the Professional and Continuing Studies (for standard-form instructor contracts for courses taught in the Professional and Continuing Studies), must follow this procedure:

- Obtain Budget Unit Head's signature.
- Provide General Terms and Conditions and obtain Contractor's signature.
- Include statement of Certification of Compliance with Act No. 2006-557 (See Section VI.7, "Certification of Compliance.")
- Send contract and one copy to Business Services.

BUSINESS SERVICES

Business Services completes review and approval of the contract according to this procedure:

- Review contract documents for consistency of names and references, including proposals, payments, and published materials and register receipt of contract.
- Forward to Office of Counsel for complete review and approval.
- Obtain signature of department's vice president.
- Assign contract number.
- Return to the department a complete copy of contract, including number assignment and signatures, and retain the original contract on file in Business Services.

NOTE: All contracts issued to foreign nationals must be approved by Research Security and Immigration Administration before being submitted to Business Services.

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

Do you know the current rate for reimbursement of Mileage?

According to the IRS, the Mileage reimbursement rate for 2014 is .56 cents. Please be sure you use this amount when figuring reimbursement of Mileage.

Would you like to brush up on the procedure for obtaining State Surplus Property?

If you would like to “shop” for State Surplus Property, here are the steps you need to follow:

- 9 Visit the ADECA website (links provided below) to see what Surplus Property is available
- 9 Get the Authorization to Pick up Property from Business Services, Pamela Hurley, x6675
- 9 You must visit the warehouse on the date the form is completed
- 9 You will receive an Invoice for the property selected
- 9 Complete an Issue Check Requisition for the property selected (use A25036389 for ADECA)
- 9 If you have any questions, contact Pamela Hurley, x6675002@uah.edu

Links for the website, Alabama Department of Economic and Community Affairs Surplus Property Division:

www.adeca.state.al.us
www.adeca.alabama.gov

Spring Cleaning anyone?

Rules for Record Retention:

The University follows the State's Policy for guidelines on Record Retention. Before starting your Spring Cleaning process, be sure to review the Policy for Record Retention:

You may review the Policy on Accounting & Financial Reporting's web page. Click on “Policies,” then click on “State of Alabama Record Retention Policy.” Or you may click on the link below.

http://www.uah.edu/images/administrative/finance/accounting-financial-reporting/Alabama_record-retentionAug05.pdf

Telecommunications ...

Telecommunications would like to share some important information about Basic Voice Mail on your phones. To read more about Voice Mail, [click here](#).

