



# FINANCE/PAYROLL

## NOTES & NEWS



JULY 2005

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### New Process for Copier Lease and Rental Payments

FY06 copier lease and rental payments will be handled as follows:

- Purchasing will send administrators a list of existing copier leases and rentals to confirm renewal for FY06.
- Administrators can change the cost center on the spreadsheet, if needed, and return it to Purchasing.
- Purchasing will create FY06 purchase orders based on the administrators' response, and notify them of the FY06 PO number.
- Departments do not need to create a requisition for renewals, but should create a requisition for any new copier lease or rental agreements.
- Accounts Payable will create PO vouchers for all FY06 copier lease and rental payments. Where possible, AP will make one annual payment or create one voucher with multiple payment dates to make the payment process more efficient.

If you have any questions, please contact Alan Phillips in Purchasing at x35671 or Samantha Yurus in Accounts Payable at x38721.

### Key Dates for FY05/FY06

The FY05/FY06 Key Dates Calendar can be found on the Calendars and Schedules page of the Finance website: <http://www.uh.edu/finance/pages/Calendar.htm>

This calendar contains key dates and deadlines that business administrators should be aware of between now and the end of September.

Significant changes to the calendar from last year are listed below:

- Added Fraud Risk Survey (due June 30).
- Added verification of P-Card and Travel Card information (due July 15).
- Added verification of HR and Finance system access (due July 15).
- Moved up deadline for Baseline Standards, Cash Handling Procedures, Departmental Cash Funds form (MAPP 5.01.01, Add. A), and certifying signature lists (due August 1), so these tasks do not interfere with others in August and September.
- Allow state and local payroll reallocations to be submitted through September 14, instead of cutting off state payroll reallocations in August.

If you have questions about the Key Dates calendar, call Mike Glisson at x38706.

## New Procedure for Purchasing Dell and Apple Products

Beginning July 15, all purchases of Dell and Apple products should be processed according to the flow-chart on page 3.

Important points to remember:

- Departments only need to (a) create an E-Quote or Web Proposal, (b) send a Requisition to Purchasing, and (c) verify items received match the PO. Accounts Payable will take care of the payment. Departments do not need to notify AP that the items are received.
- Departments receive HUB credit for these purchases because they are routed through CougarByte.
- All purchases of Dell or Apple products, whether less than or greater than \$5,000, should be handled this way to maximize HUB participation.
- CougarByte will also accept P-Cards for Apple products costing \$5,000 or less, but not for Dell products. However, the preferred method for purchasing Apple is a requisition through Purchasing.
- The only other acceptable purchasing method for Dell products is through direct payment to Dell with a P-Card for orders totaling \$5,000 or less. However, the department will not receive HUB credit.

If you have any questions, please call Mike Glisson at x38706.

## How to Maximize HUB Purchases of Office Supplies and Computers

Type of Purchase	Vendor	Preferred Method	Other Method
Office Supplies	Tejas Office Products	P-Card to Tejas	Voucher to Tejas
Office Supplies	Today's Business Solutions	P-Card to Today's	Voucher to Today's (Starting August 1)
Dell Computers and Products	Dell/CougarByte	Requisition to Dell	P-Card to Dell (No HUB credit)
Apple Computers and Products	Apple/CougarByte	Requisition to Apple	P-Card to CougarByte

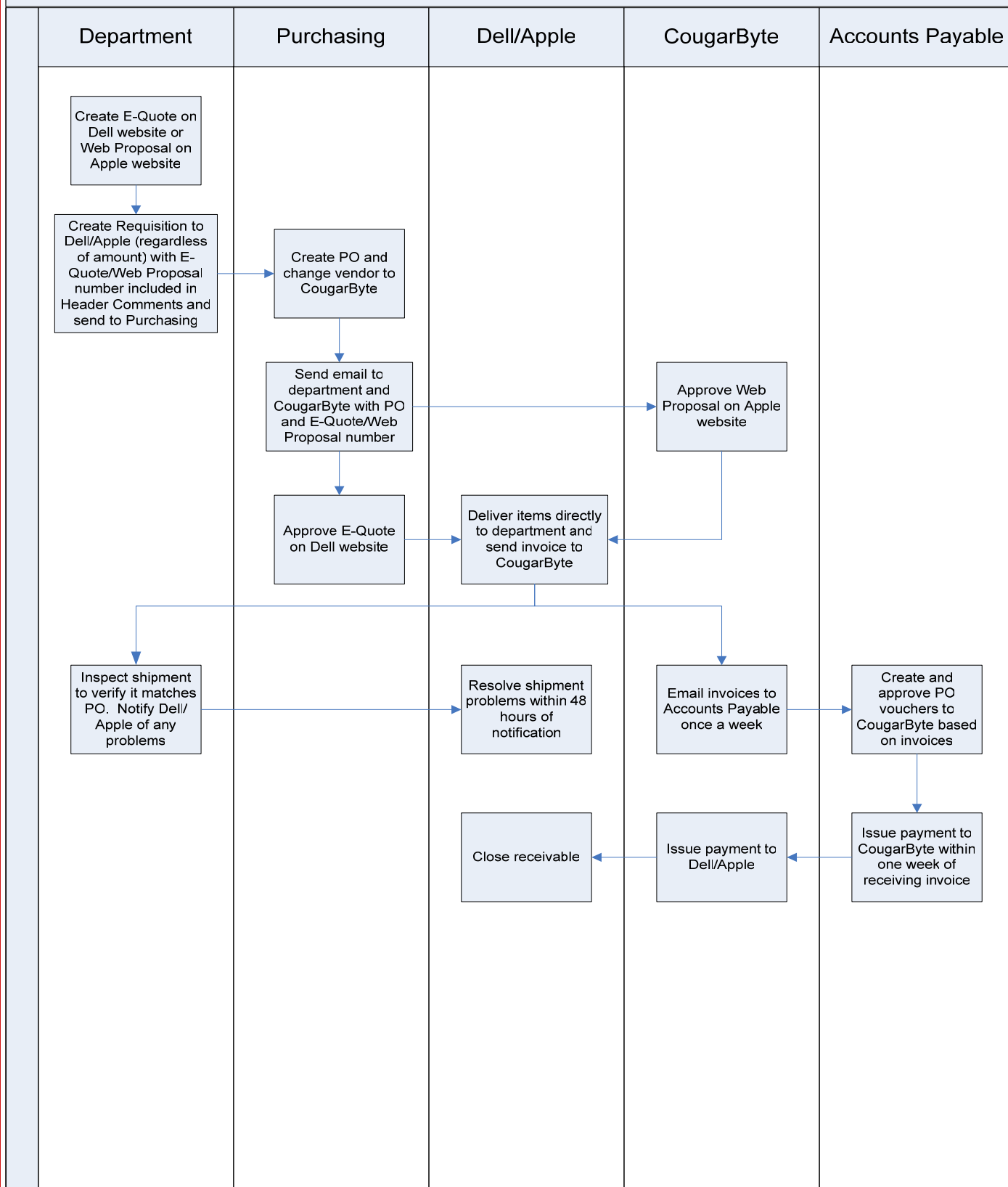
UH departments can save time, money, and receive HUB credit for their office supply and computer purchases by using one of the preferred procurement methods above. The above vendors provide products to UH at discounts that were previously negotiated. Of course, you can order office supplies and computers from other HUB vendors, if you prefer, but make sure you get the best value possible.

Beginning August 1, Today's Business Solutions, a HUB vendor, will start accepting voucher payments (Today's already accepts and prefers P-Card payments). Currently, departments can order from Office Max (not a HUB vendor) or its partner, Today's Business Solutions. Starting August 1, all orders for Office Max products must be placed through Today's. Office Max will no longer accept orders from UH departments starting August 1, unless they are placed through its HUB partner, Today's Business Solutions.

If you have any questions, please call Mike Glisson at x38706.

# Purchasing Dell or Apple Products through CougarByte

Revised July 8, 2005



## Disposal of Surplus Technology Equipment

To streamline the technology equipment disposal process, the university has entered into an agreement with Dell, who will now be working with departments directly to dispose of their technology equipment – as long as the department is disposing of 10 or more pieces at a time.

Equipment eligible for pickup includes all brands of computers, monitors, printers, fax machines, copiers (owned by UH), calculators, keyboards, computer mice, uninterruptible powers supply (UPS), servers, and related equipment. Items over 40 lbs. count as two pieces. A box of mice/keyboards are considered one piece.

What does this mean?

At no cost to the department, Dell will pick up technology equipment from departments, who have 10 or more pieces of equipment that they would normally send to Property Management. For those departments who have nine or fewer pieces of equipment, the old process of sending the equipment to Property Management will be in effect.

Do I need to do anything special to prepare the equipment for Dell?

Yes. An ARS Customer Pick-Up form must be completed and faxed to Minhthu Pham in Property Management 3-8798. This form is located on the Property Management web site. Dell will contact the department to arrange a pick-up time. All the department needs to do is ensure that the equipment is unplugged. Dell will handle the heavy lifting!

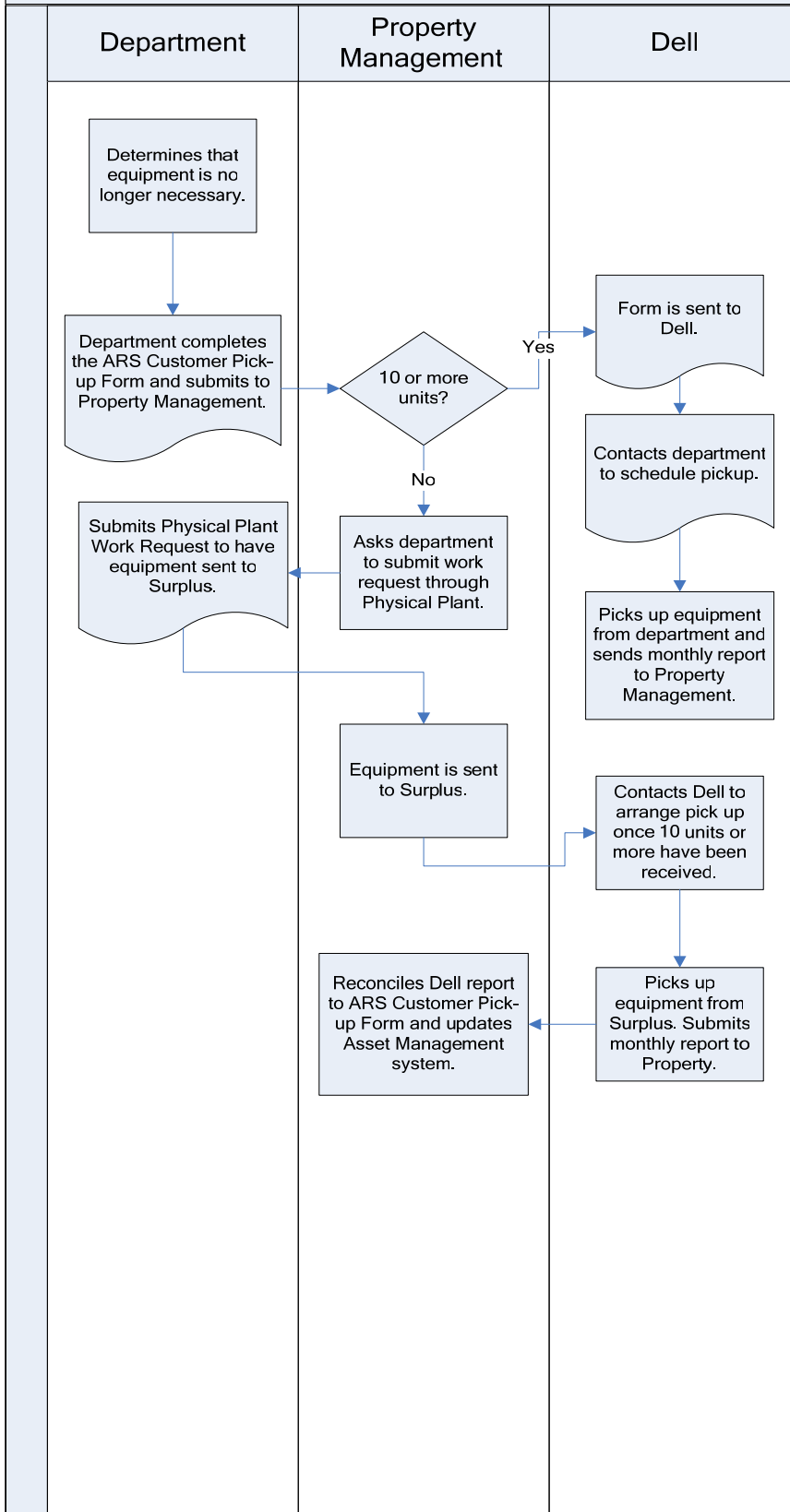
For computers, Dell will either erase all data on the computer hard drive, if it is suitable for resale, or completely destroy the hard drive (shred into tiny pieces), if it is not suitable for resale. Dell already performs this service for several federal and state agencies, including many of the US Department of Defense (DOD) agencies and the Environmental Protection Agency (EPA).

If the computer hard drive is not shredded, Dell performs a three-times Department of Defense overwrite on the hard drive, which is sufficient in most cases. However, departments can request a four, five, six, or seven-times DOD overwrite for no additional charge on the ARS Customer Pick-up form, if needed. This may be appropriate for computers containing highly confidential research information.

If the hard drive is shredded, the rest of the computer is broken down into core materials (plastics, metals, etc.) for recycling. Dell has a no-landfill policy that guarantees all equipment will be disposed of in a way that does not harm the environment and complies with EPA regulations.

To assist departments in using this new service, we have provided a flowchart on the following page. Questions about this new service can be directed to Emily Messa 3-8184 or Minhthu Pham 3-8757.

### Disposal of Surplus Technology Equipment



Important Note:  
Equipment does not need to be palletized for pick up by Dell. It only needs to be unplugged prior to pick up.

## Updated UHS Purchasing Agreement for Goods and Services

Contracts Administration has removed the social security number field from the UHS Purchasing Agreement for Goods and Services (OGC Form S-98-5), also known as the Standard Agreement.

The Standard Agreement is used by departments primarily to obtain outside services (consulting, professional services, etc.), though goods may be provided by the contractor as well. Purchase orders are used primarily to obtain goods (computers, equipment, etc.) from outside vendors, though incidental services (delivery, installation) may be provided by the vendor. If installation services are provided, Purchasing will send the vendor an Installation Agreement and include the installation cost in the PO.

With the social security number removed from the Standard Agreement, departments can scan and attach it to their voucher without having to hide the social security number.

Please use the updated Standard Agreement on the Contracts Administration website under Frequently Used Contract Documents: <http://www.uh.edu/contractsadministration/forms.html>

### P.A.S.S. Update

#### **W-2 Reprint**

At last, the long awaited W-2 Reprint is available in PASS. The self service user will now be able to print W-2's for years 2002 to 2004, and still request W-2's for any year prior to 2001.

#### **Name & Address Change Report**

This report was created to show the changes made to employee's name and addresses in PeopleSoft and PASS. If the change is made in self service the self service users id will appear (Z plus the empl id).

#### **Redirecting Email Alias**

As PASS becomes more widely utilized it is imperative that the business email address reflect correctly in the system. New UH and UHSA employees are issued a cougar net account with an email address. In addition, everyone has an email alias created on the University of Houston's online directory, which usually is name@uh.edu. To complicate matters, PeopleSoft receives a feed from the online directory that updates PeopleSoft information regarding business phone and email address. We are finding that employees may not be receiving notices sent out via email due to the fact that emails are sent to their online email alias address, which has not been redirected to their cougar net email address.

Employees are encouraged to go to the University of Houston's online directory and search for their name, log in to the online directory, and redirect their email address. The task is easy and only takes minutes to complete. Just a word from experience, when you search for your name on the online directory it is best to only type in your last name using upper and lower case and click the search button, you can then scroll through the names to find your name with your email alias. Write down the email alias listed and the click my account to log in, your password is your birthdate.

Instructions are available under the Payroll menu on the HRSM Training Materials page: <http://www.uh.edu/hrms/trainingmaterials.htm> If you need help, call Customer Service at x33988.

## HUB VENDOR OF THE MONTH

**WHO:**

BURGOON COMPANY  
OWNER: J. J. "NITA" BURGOON  
HEADQUARTERS IN GALVESTON, TEXAS

**WHAT:**

WHOLESALE DISTRIBUTOR FOR LABORATORY SUPPLIES AND EQUIPMENT FROM FISHER, VWR, LABSAFETY, SIGMA CHEMICAL AND OTHERS. ALSO, TXMAS HUB CONTRACTOR FOR GRAINGER INDUSTRIAL SUPPLIES AND EQUIPMENT

**HOW:**

ORDERS CAN BE PLACED BY:  
PHONE: 800-287-4666  
FAX: 800-724-0267  
EMAIL: [office@burgooncompany.com](mailto:office@burgooncompany.com)  
WEBSITE: [www.burgooncompany.com](http://www.burgooncompany.com)

**ONE THING FOR OUR UH CUSTOMERS TO KNOW:**

WE KNOW THAT YOU HAVE CHOICES; AND WE WORK HARD AT BEING YOUR BEST CHOICE FOR COMPETITIVE PRICING ON QUALITY PRODUCTS WITH QUICK DELIVERY!

**INTERESTING FACT ABOUT BURGOON COMPANY:**

NITA BURGOON STARTED THIS COMPANY IN 1988, WITH \$1000 FROM SAVINGS, WHICH HAD BEEN EARMARKED FOR A VACATION. TODAY, 18 YEARS LATER, BURGOON COMPANY HAS A SOLID REPUTATION, SEVERAL AWARDS FOR OUTSTANDING SERVICE, AND POSTED SALES OF \$16,500,000 FOR 2004. NITA BURGOON IS STILL LOOKING FORWARD TO THAT VACATION, SOME DAY.

BURGOON COMPANY IS PROUD OF OUR GREAT RECORD OF COMMUNITY SERVICE, WHICH INCLUDES HIRING FROM DISPLACED WORKER RETRAINING PROGRAMS, WELFARE-TO-WORK PROGRAMS AND OTHER COMMUNITY-BASED RESOURCES. YOUR HUB DOLLARS ARE MAKING A BIG DIFFERENCE IN THE WELL-BEING OF MANY TEXANS, EMPLOYED RIGHT HERE IN YOUR BACK-YARD.

KEEP TEXANS WORKING, BY YOUR CONTINUED SUPPORT OF THE HUB PROGRAM!

### Who's Who In Finance

- Who: Chertty Sue
- Years of UH Service: 25
- Department: Payroll
- How to Contact Me: (713)743-8778 and [csue@uh.edu](mailto:csue@uh.edu)
- Where to Find Me: UBP2- room 223
- When to Call Me: Suspense, reallocations, ERS payments, Texflex payments, W-2 problems, payroll reconciliations.
- What I Like Best About My Job: Interacting with the departments, as well as the state and government levels, helping others by problem solving and executing solutions; reconciling payroll liabilities.

# JULY 2005

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7 8:30 HR View 9:00 Vouchers	8	9
10	11 10:00 Sponsored Projects Property	12 9:00 Advance Vouchers 1:30 Procurement Card	13 8:30 HR View	14 9:30 Travel Forms and Rules 1:30 Query Basic	15	16
17	18	19	20 8:30 HR View	21 8:30 Query Basic	22	23
24	25 10:00 Sponsored Projects Property	26 1:30 Procurement Card	27 8:30 HR View	28	29	30
31						