

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

BUSINESS SERVICES POLICY MANUAL

Number 06.04.04

Division Business Services

Date November, 2016

Purpose The purpose of this manual is to assist the University community in better understanding the policies and procedures in Procurement Services, Central Receiving & Shipping, Mail Services, Asset Management and Copying Services.

Policy Procurement and communication services must conform to Federal, State and University purchasing codes, statutes and policies. The policies and procedures contained in the manual should be used under normal operating circumstances. Exceptions are allowed when, in the opinion of the Associate Vice President for Business Services and/or the Senior Vice President for Finance and Administration, they appear to be in the best interest of the University. Exceptions must be properly justified and documented.

Procedures [UAH Business Services Policy and Procedures Manual](#)

Review The Business Services Office is responsible for the review of this policy every five years (or whenever circumstances require).

Approval



Chief University Counsel



Senior Vice President for Finance and Administration



Associate Vice President for Accounting & Business Services

APPROVED:

  
President