

REQUISITION ATTACHMENT TRANSMITTAL LABEL - AMHERST CAMPUS:

“DESCRIPTION ONLY” (NON-MARKETPLACE) PURCHASE ORDERS WILL CONTINUE TO PRINT AND BE MAILED TO THE VENDORS BY THE PROCURMENT DEPARTMENT. PLEASE SEND YOUR ATTACHMENTS TO PROCUREMENT USING THE NEW TRANSMITTAL LABEL.

COMPLETE AND ATTACH THE LABEL THAT APPEARS ON THE NEXT PAGE TO ENVELOPES THAT CONTAIN ATTACHMENTS FOR YOUR REQUISITIONS/PURCHASE ORDERS. REFERENCE THE NAME OF THE PROCUREMENT BUYER WHO IS ASSIGNED TO YOUR DEPARTMENT ON THE LABEL.

TO DETERMINE THE NAME OF THE PROCUREMENT BUYER WHO IS ASSIGNED TO YOUR DEPARTMENT, MAKE NOTE OF THE DEPARTMENT ID THAT IS CHARGED TO YOUR PURCHASE (CHARTFIELD) AND GO TO THE PROCUREMENT DEPARTMENT WEB SITE AT

<http://www.umass.edu/procurement/>

CLICK ON THE BUYER ASSIGNMENTS LINK, AND FOLLOW THE SIMPLE INSTRUCTIONS THERE.

Buyer Assignments by Department ID

Use the chart below to look up the buyer assigned to your Department ID.

Helpful hint - On your drop down menu at the top of this page, use Edit, Find, then key in AXXXX for the first four numbers of your department ID. This should bring you to the corresponding line on the chart below.

Buyer contact information can be found on our [Staff Directory](#).

BUYER	DEPTID	Department Description	BUYER	DEPTID	Department Description
Ed Trachy	A000703000	Central BD - Central Costs	Gwen Quinlan	A693300000	Library Collection Mgmt
			Gwen Quinlan	A693400000	Library Acquisitions
Gwen Quinlan	A0100XXXXX	PSISCI	Gwen Quinlan	A693500000	Library-Systems
Gwen Quinlan	A0103XXXXX	Pl,Soil&InsSci	Gwen Quinlan	A693600000	Library Program Support
Gwen Quinlan	A0104XXXXX	Vet/Animal Science	Gwen Quinlan	A693700000	Library-Collection Services
Gwen Quinlan	A0111XXXXX	Resource Economics			
Gwen Quinlan	A0113XXXXX	Food Science	Nancy Rule	A6940XXXXX	Instructional Technology

REQ. NO: _____

REQ. ATTACHMENT FROM:

(Purchasing Operator)

(Department)

(Building)

TO:

(Procurement Buyer Name)

Procurement Department
4th Level
Goodell Building

REQ. NO: _____

REQ. ATTACHMENT FROM:

(Purchasing Operator)

(Department)

(Building)

TO:

(Procurement Buyer Name)

Procurement Department
4th Level
Goodell Building