

PROCARD NEWS



Procurement Department

Procurement Program
407 Goodell

Phone: 545-1748

Fax: 545-1643

E-mail:

lankowski@admin.umass.edu

We're on the web -
http://www.umass.edu/procurement/Procurement/procurement_index.html

REPLACEMENT CARDS

Almost three years ago, we converted our Procards from Bank One to JPMorgan Chase. Because cards issued through JPMC are issued for a three year period, as we approach this anniversary, a number of our cards will be expiring. JPMC will send replacement cards to the Procurement Department for distribution. Once we receive the replacement cards we will ask cardholders to come in to the Procurement Department to exchange their card for a replacement one. All old cards will be shredded in our office. An email will be sent when cards are available. Keep in mind that your current card expires the last day of the month listed on your expiration date.

Procurement Application Revised

As we mentioned in our last newsletter, in order to provide greater security and protection to cardholder personal data, we have revised the Procurement application form. In place of the previous personal information requested we are now asking for only the last four digits of the social security number, the month and year of birth and a four letter password. The new appli-

cation can be found on our web site under Procurement Forms at <http://www.umass.edu/procurement/Procurement/Forms.htm>

Please remember to only list the last four digits of an active card in any email, change form or memo.

Never list the full card number.

ABILITY TO REALLOCATE MULTIPLE LINES AT ONE TIME

Use of the Procurement Distribution Template is available in Peoplesoft.

The Procurement Distribution Template allows a reallocator to select multiple transactions at one time, then apply a chartfield and account number to all selected transactions with one reallocation.

This tool should prove helpful in reducing the time it takes for reallocations.

The steps to follow are easy:

- On the Reconcile statement page, select the transactions you want to apply the template to by clicking on the checkbox to the left of the transaction. The distribution template will apply the CF string you enter in the next panel to all checked transactions, so be sure that only those transactions you want changed have the checkbox lit. Keep in mind that the default page setting has the first transaction checked when you enter the page. So, if you don't want the CF to apply to that transaction, then be sure to uncheck the box.
- Once you have your transactions selected, click on the Distribution Template link.
- The distribution template will appear. Enter your speedchart number, then your account number, then tab out of the account number field. Once your chartfield values appear (after tabbing), validate the information is correct, then click OK.
- You will return to the Bank statement page, where you can validate the template was applied by clicking on the distribution icon.
- Next, approve your transactions by clicking on the Approve button. This will change the status field for all checked transactions (the checkbox remains lit for the transactions you used the template on).
- Then save your transactions by clicking on the save button.

BOTTLED WATER ON CAMPUS

Staff members are expected to use purchasing contracts when available. Please be aware that the contract for bottled water is a State contract and the awarded vendor is Belmont Springs. If your department has bottled water delivered from Belmont Springs, you are allowed to use Procard to pay for the water purchased. Belmont does not charge for delivery or for rental of the dispenser and only charges for the actual water bought.

vice. Please understand that Poland Springs is not under a campus or state contract. In some instances, Poland Springs charges for delivery and/or rental of the dispenser. Rentals and delivery charges as a rule can **not** be paid with Procard. If you are only paying Poland Springs for the actual water bought and there is no rental or service charge, then Procard would be allowed. **Otherwise, Procard should not be used.**

Some departments use Poland Springs for bottled water ser-

Suggestions

We welcome ideas for future editions.

- Is there a policy or procedure you need clarified?
- Do you have an idea for Procard use?

Submit ideas to:

Holly Lankowski
Procard Manager
lankowski@admin.umass.edu
545-1748

Santo Tomasine
Trainer-Analyst
stomasine@admin.umass.edu
545-1090

FYI—Reminders:

- *If you transfer to another department on campus, your existing Procard should be canceled. If you need a card for your new position, then a new application will need to be completed.*
 - *Services for select vendors are allowed to be paid on Procard. Please consult the link to the approved vendors list found on the Procard home page for the most up to date information. If you have suggestions of additional vendors you would like considered, please email Holly Lankowski, Procard Manager.*
 - *In general, gifts are not allowed on Procard and flowers would be considered a gift. The only exception made for flowers is for bereavement purposes in the event of the death of a staff member or their immediate family (spouse, child or parent). If flowers are bought for bereavement purposes, the BE/ER form should be completed and keep with the cardholder's Procard records to document the business allowance.*
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INTERESTING FACTS

- The Procard Program was rolled out in July 1996 with 100 cards issued.
- There are currently 2183 active Procards held by UMass Amherst staff.
- For Fiscal Year 07, purchases totaling just under \$12 million were paid on Procard.
- A total of 8661 Procard transactions were made for the monthly billing cycle ending in January 2008
- UMass Amherst received a rebate in the amount of \$118,000 from JPMorgan Chase for calendar year 2006. This rebate returns funds to our campus general operating budget.