

PROCARD NEWS



Procurement Department

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

PROCARD NEWSLETTER LAUNCHED

Welcome to our first edition of Procard News. We plan to use this vehicle to review Procard policy, announce changes and provide tips for handling issues related to Procard use and records management. You might be interested to know that we now have over 2,000 active Procards in use on the Amherst campus. Training sessions are held twice a month and training is required before someone can obtain a Procard. This newsletter will be published on a quarterly basis.

DID YOU KNOW?

- The last date to reallocate charges for FY07 is **July 6th**. Any charges posted after June 29th will be held until after year-end is finalized.
- You are now able to pay monthly bills for cell phone, internet, pager and messaging services on your Procard. You can also pay for other services with select vendors. Please see the approved vendor list found at <http://www.umass.edu/procurement/Procard/services.htm>
- If you have a name change, a replacement card should be ordered. Email the Procard Manager after you have completed your name change with the Human Resources Department.
- You can pay membership association fees and subscriptions costs on the Procard.
- The monthly cycle for Procards runs from the 16th of each month through the 15th of the next month. If the 15th falls on the weekend, then the cycle closes on the closest week day.
- UPS charges can be paid on Procard and UPS is our contract vendor for Express Mail. Please contact Brett Castellano at 877.593.1056 Ext. 3334 to set up an account.

Equipment Waiver on Procard

Equipment is a restricted commodity on Procard. The definition of equipment is:

- a free standing unit
- costing \$100 or more
- repairable; and
- a life expectancy of 2 or more years.

You can apply for an equipment waiver for your Procard. In order

to apply, you need to complete the form found at the following link. Return the completed form to Procard Program—407 Goodell.
<http://www.umass.edu/procurement/Procard/Equip.DOC>

You need to have a minimum of 25 transactions on your Procard before you can apply. A clean audit is needed to approve this

waiver. If you have not had a recent audit, one will be scheduled promptly. If an audit is needed, the process normally takes about 2-4 weeks.

Please note that any equipment bought with an approved equipment waiver on Procard needs to be reallocated to a non-capital equipment account code.

PROCARD REALLOCATION IN PEOPLESFT 8.9

The Finance system was upgraded to PeopleSoft 8.9 in January—2007. Several training sessions were scheduled to train existing reallocators. If you missed the training or will now need to reallocate, training can be arranged by contacting the Procard Manager, Holly Lankowski at 545-1748 or lankowski@admin.umass.edu. A job aid is being created and will be available by the end of May at the Procard web page found at <http://www.umass.edu/>

[procurement/Procard/procard_index.html](#) Permissions need to be in place to allow access to the cards that will require reallocations. An email from the person with signing authority listing the cards should be sent to the Procard Manager. Access to the Finance system is also needed and should be requested on the Financial Data—Access Request Form.

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

Frequently asked questions:

How do I cancel a Procard?

- * Have the Cardholder or Records Manager email the Procard Manager advising whose card and as of when.
- * Have the card cut up.
- * Have the records finalized and when complete - forward to Angel Falcon in the Controller's Office.

How do I change the funding account attached to a Procard?

- * Authorization from the Principal Investigator or Account Administrator for the new account is needed. An email from this person will suffice. Or, you can prepare the application/change form and provide the necessary information to document this change.

What should I do if my card is lost or stolen?

- * Call JPMorgan Chase at 800-270-7760 to report that your card is lost or stolen. You should review any recent activity to determine if the charges are legitimate. A replacement card will be sent through the Procard Office within 3 business days. You will receive an email notification, once your replacement card arrives.

What should I do if my card is declined?

- * Call JPMorgan Chase at 800-270-7760 to determine the reason for the decline or contact the Procard Manager at 545-1748. Remember that your card has a single purchase limit (per vendor/per day) and a monthly limit.

LIST-SERV CREATED

The purpose of the Procard-User List-serv is to distribute important information to Procard Holders on a timely basis via email. The announcement of our Procard Newsletter is the first distribution done via this format.

If there are any Procard Holders in your department who did not receive this email, please notify us at 545-1748. Procard information is maintained on the Procard pages of the Procurement website. Please visit that

page for Training Dates, current Policies and Procedures, Forms, as well as current and past editions of newsletters: http://www.umass.edu/procurement/Procard/procard_index.html