**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.
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.

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.

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

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