

PROCARD NEWS

**UMASS
AMHERST**

Procurement Department

Procard 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/Procard/procard_index.html

INACTIVE PROCARDS

Over the past several months we have been reissuing Procards for cardholders with 2008 expiration dates. Procards are issued for a three year period unless otherwise requested. Some cards were not reissued by JPMorgan Chase due to inactivity. Inactive cards may expose the University to fraud. Procards should only be held if there is a regular and continuing need. Please keep in mind that your card will be canceled if it is not used for more than 18 months. If you wish to cancel your Procard or if there are any extraordinary circumstances that require it to remain active, please notify the Procard Manager.

Declining Balance Procards



In looking for ways to better support our campus community, we have offered the use of declining balance Procards. These cards are set up as debit accounts for fixed dollars and fixed periods. We are able to specify the expiration date needed and the

card is open for use until the funds are spent down or the specific time period runs out. One example where this card was used was for a seminar for the academic year where each participant received a \$500 stipend. Contact the Procard Manager if this type of card could help with your purchasing needs.

IMPORTANT INFORMATION ON RICOH ACQUISITION OF IKON & CANON BRANDED MERCHANDISE

Ricoh has recently acquired IKON. In their customer information release, they state that "By joining forces...we're creating a stronger global office solutions competitor able to offer you an enhanced range of end-to-end solutions."

Effective October 31, 2008, IKON will no longer be an authorized dealer of or authorized service provider for Canon-brand business equipment. IKON will no longer be able to place new orders for Canon-brand business equipment. However, IKON may continue to sell its inventory of Canon-brand business equipment, parts and supplies and provide maintenance and repair services for Canon-brand business equipment.

For more complete information, please review the full release document found on our Procurement Home page at <http://www.umass.edu/procurement/docs/IKON%20-%202011-4-08.pdf>

Keep in mind that replacement items such as toner cartridges for all office equipment can be purchased with your Procard.

Services however need to be paid via a Purchase Order.



IDEAS FOR PROCARD USE



This is not an all-inclusive list of commodities that can be bought with Procard but it may be helpful

to remind cardholders that Procard can be used to pay for:

- Photocopying
- Postage including UPS, Fedex USPS, and DHL—Please keep in mind that UPS is our contract vendor.
- Print advertising
- Software licenses
- Bottled Water purchased through Belmont Springs
- Membership fees
- Subscriptions to journals and other periodicals
- Books
- Office and lab supplies
- Select services from merchants listed on our approved list found at—<http://www.umass.edu/procurement/Procard/services.htm>

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

FYI:

- We have received several inquiries regarding tax being taken at local Dunkin Donuts franchises. Food purveyors are required to take what represents a tax on meals. As described by the Massachusetts—Department of Revenue’s Guide to tax on Meals—A meal is any food and/or beverage that has been prepared for immediate human consumption and provided by a restaurant or restaurant part of a store. A meal includes food or beverages sold on a “take out” or “to go” basis, whether or not they are packaged or wrapped, and whether or not they are taken from the premises of the restaurant. Please keep in mind that the tax is actually a “sales tax” on meals, not a separate “meals tax.” **Our sales tax exemption is not applicable here.**
- We allow the use of Procard to cover demurrage (rental) fees for Airgas for gas cylinders. The charges for the actual gases themselves can also be paid by Procard. Rental covers use of Airgas tanks on a per month basis. **Lease fees are not allowed on Procard. Lease covers use of Airgas provided tanks for an agreed upon span of time (usually 6 months to 1 year).**
- Deposits are not allowed to be made with Procard. Procard should only be used to pay for consumable supplies and select services that are ready to ship and/or complete.

BLANKET PURCHASE ORDERS

Over the past few months we have taken a closer look at blanket purchase orders. When a blanket order is used, it generates multiple invoices that require processing by our Accounts Payable Department.

These invoices are usually for small dollar amounts that may exceed processing costs. We are trying to minimize use of these POs and move expenses to Procard where appropriate. We are asking for

support from our campus community in using Procard when possible. In working together, we can be more cost effective in paying for these low cost commodities and select services.

