

PROCARD NEWS



Procurement Department

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

MASKING OF SENSITIVE DATA

In order to provide greater security and protection to your personal confidential information and to comply with federal regulations, masking is now a standard practice by JPMorgan Chase for sensitive information maintained for your Procard file. This includes Procard account numbers, Social Security numbers, mother's maiden names, dates of birth, and Employee IDs. To provide more security, on any new Procard application, we will only require the last four digits of your Social Security number, the first four characters of your mother's maiden name and only the month and year of your birth. The Procard application will be revised shortly to reflect this change.

Any email, change form or memo concerning Procards should include only the last four digits of the card. Never provide the full card number.

Procard Accounting – Reallocation

Procard charges come in from the bank as "staged" which means they are not yet attached to a budget. Charges remain "staged" until they are reallocated and/or approved *or* when they are final posted at the 30-day sweep. In order for budgets to be as current as possible, it is recommended that Procard charges be reviewed regularly (weekly) and approved even when reallocation is not necessary. Once approved, charges are picked up on the next batch cycle for posting to the default accounting.

There is a feature to set a Procard to "auto approve" which means as charges come in from the bank, they will be automatically picked up on the next nightly batch cycle and posted to the default accounting attached to that specific Procard. If you wish to set this feature on any of your cards, please email Holly Lankowski at lankowski@admin.umass.edu. Please note that once the "auto approve" is set, reallocations will not be available for this card.

PHISHING EMAILS—SPAM

We get inquiries from time to time regarding emails purporting to be from JPMorgan Chase, our Procard banking institution. These types of emails are called "phishing". Phishing is an attempt to gain private information about you and your accounts via e-mail that looks like it is from your financial institution.

It is **not** JPMorgan Chase's practice to:

- Send e-mail that requires you to enter personal information directly into the e-mail
- Send e-mail threatening to close your account if you do not take immediate action of providing personal information
- Send e-mail asking you to reply by sending personal information
- Send e-mail asking you to enter your user ID, password, or account number into an e-mail or non-secure web page

You should never reply to, click on or enter any information if you receive a suspicious e-mail. JPMC will never e-mail you directly regarding your Procard. Any e-mail contact will be made through UMass-Amherst Procard staff only.

PROCARD PROGRAM SUPPORT

The Procurement Department provides training and support for the Procard Program for cardholders, records managers and reallocators. Holly Lankowski is the Procard Manager and works Tuesday through Friday—8:30-4:00. Santo Tomasine serves as a back-up for Holly and is available to assist with any Procard issues as well. Angel Falcon, of the Controller's Office is in charge of Procard Audits.

Any questions or concerns related to Procard use, training, cardholder support, replacement statements, card declines, changes should be referred to Holly or Santo. Issues to audit requests or Procard records archiving should be forwarded to Angel.

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:

- *Recently there has been suspected fraudulent activity on several Procard accounts that the bank is investigating. One common vendor that is used for all of these cards is **ThorLabs Inc.** As such, we are recommending that you **NOT** use your Procard for any future purchases with this company.*
- *As a rule, gifts and gift certificates are not allowed on Procard. Gift certificates are viewed as cash and cash advances are not allowed on Procard. You are allowed to buy prizes that are tangible items for events in your area. We do recommend having the prize recipient sign an acknowledgement of receipt. This documentation should remain with your Procard records.*
- *To avoid typos when reallocating, please use the SpeedChart lookup to populate the chart-field string. Once the SpeedChart is keyed in, simply tab out to populate the chartfields. If you are reallocating to a project/grant, be sure to add "UMAMH" to the PC Bus Unit field that precedes the Project field.*
- *Procard can **not** be used for rentals of any type including rentals of tables, tents and DVDs from Blockbuster. All rentals must be done on a Purchase Order.*

DID YOU KNOW?

Procard can be used to pay for:

- Advertising through any publication or through Buyer Advertising.
- Stamps and postage costs at the USPS
- Software Licenses
- Online webinar training sessions when there is no travel involved
- Photocopying or printing done at a Campus printing contract vendor
- Room use fees at the Mullins Center
- Meals at the University (Faculty) Club
- Charges for bottled water through Belmont Springs