



University of Massachusetts Amherst

Procurement Department
407 Goodell Building
140 Hicks Way
Amherst, MA 01003-9334

Voice: 413.545.0361
fax: 413.545.1643
email: procurement@admin.umass.edu
www.umass.edu/procurement

Procard Overview

The University of Massachusetts Amherst - Procurement Credit Card Program (UMass Procard) is a procurement tool, which offers an alternative to the online procurement/payment processes and provides an efficient and effective method to purchase and pay for consumable commodities of smaller dollar value. The card is a MasterCard credit card issued in the name of a participating employee. The Procard concept is designed to delegate authority and responsibility, to enable quick and convenient purchasing of approved commodities up to defined spending limits directly from those vendors that accept the MasterCard credit card.

The Benefits of the UMass Procard to the Cardholder and the University are significant:

Benefits to the Cardholder:

- Eliminates the need for purchase orders for small purchases of consumable supplies and some services.
- Allows small purchases of consumable supplies much faster and easier than with the traditional purchase/payment methods.
- Eliminates the approval process that exists within the online purchasing system.
- Eliminates the need for obtaining vendor codes.

Benefits to the University:

- Enables Procurement and Accounts Payable to focus on higher yield, more value added activities, such as the creation of more and improved contracts and the timely processing of invoices and payments.
- Dramatically reduces the number of purchase orders, invoices, and checks.
- Saves the costs associated with mailing purchase orders and payments.
- Reduces the number of vendors in the University's Vendor File.

The Procard simplifies the process for the purchase and payment of goods. Purchasing authority is delegated to the authorized Cardholder, enabling the Cardholder to order materials directly from the supplier. When the goods are received, the Cardholder saves the packing list (or whatever documentation is available from the vendor to show the proof of purchase (itemized)). Once a month, the Cardholder will receive a statement from the bank that lists all the Cardholder's purchase transactions. The Cardholder will reconcile the documentation to the monthly statement and place it on file for audit purposes. It's that easy!

The Procard is designed to be used for purchases of consumable supplies related to University business only. Use of the card for personal purchases is strictly prohibited. The Procurement Department and Accounts Payable are responsible for monitoring the effectiveness of the Procard Program. If you have any questions regarding the program or the appropriate use of the Procard, please contact the University Procard Manager in Procurement at 545-1748.