October 27, 2017 – Student Union Ballroom

PO Operator & Liaison Meeting

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Travel Registry
Speaker: Keith Parenteau
- As of January 1, 2018 all travel pre-authorizations will be entered through the Travel Registry system. Paper pre-approvals will no longer be accepted.
- The Travel Registry ID number should be entered in the reference field on the Travel and Expense Report.
  - For Blanket authorizations, enter B followed by the Reference number. For example, B12345.
  - For a Massachusetts (in state) non overnight trip, enter “MASS NO” in place of the Travel Registry ID number.
  - For reimbursements enter: RMB in place of the Travel Registry ID number.
- Additional job aids may be found at https://www.umass.edu/controller/travel-registry-job-aids.

Foreign vs. Domestic Travel Canada & Mexico
Speaker: Keith Parenteau
- Travel within the U.S. is considered Domestic travel.
  - This includes U.S. territories like Guam, Puerto Rico, and the US Virgin Islands.
- Canada & Mexico (along with other international locations) are considered international travel
  - Expense Reports will most likely be foreign expense type (some grants allow for domestic.) If unsure, you should check with the PI for the funding source
    - If there’s an issue, you may receive a ‘budget error’ error message. If so, the Grant Accountant can help research the error.
  - International/foreign is not eligible for blanket travel authorizations

Office Depot Updates
Speaker: John Martin
- Office Depot is charging the University a surcharge of $4.99/case for bottled water and other beverages. This is a violation of our contract with them. In the meantime, please do not purchase bottled water and other beverages from Office Depot. Please buy them from other sources to avoid the surcharge. Other alternatives include Big Y and WB Mason.
- The University’s contract with Office Depot is ending on March 31st, 2018. There is a good possibility that the University will go out to bid.
- Office Depot Personal Account Orders – There is a $9.95 surcharge on all staff/faculty orders (under $50). If you buy over $50, there is no surcharge and free shipping to your home.
BonFire Update
Speaker: John Martin

- Procurement site where bids are advertised electronically. The company fills in their information and the bids can be sent to the department/committee for review.
- We can take bids as they come in, electronically. This makes it significantly easier to review bids.

UMACC Campaign
Speaker: John Martin

- Making a donation makes you eligible for many great prizes. For example, a grand prize donated by Jet Blue. It includes 2 roundtrip tickets on Jet Blue.
- For more information please go to the UMACC campaign website: http://www.umass.edu/umacc/

BuyWays & Procurement Update
Speaker: John Martin

- The look of the BuyWays shopping homepage had changed! It’s now divided into ‘preferred vendors’ and ‘other vendors.’
  - The UMass system consensus was that we should highlight the highest transaction and dollar amount vendors.
  - However, all catalog vendors are under contract, so please continue to shop at your favorite catalog vendors.
- The latest issue of the BuyLine can be found on Procurements website: https://www.umass.edu/procurement/ In the July/August/September 2017 issue, the following topics were discussed:
  - Procard/Record Manager Training facilitated by Hillary Osgood
    - Training expires every 3 years. You will get an email from Hillary once your training had expired. Please go back into OWL to renew your training.
  - Department and Travel Card Training is now on OWL
  - Department and Travel cards are now mailed directly to the cardholders via campus mail.
    - The card will be loaded with a $1 line of credit. You must activate the card for the full line of credit to be available. Procurement will send an agreement electronically. Once signed your credit limit will be adjusted.
    - The Campus Mail Department scans card deliveries, so they can track the card if you have questions
- New Furniture Policy
  - For areas of assembly, furniture must comply with Fire codes CAL117 or CAL133.
Please call EHS or Procurement for assistance to determine if the fire treatment standards apply to your situation. Furniture not needing the fire treatment makes the cost go down considerable.

- The Procurement contact is Carol Thurlow.

- Alex Therkelsen is currently redesigning Procurement’s website. Changes coming soon!

- There have been a few scams going around that we all should be aware of!
  - One such scam is an email going around saying your license for Microsoft is expiring, and that you should click to renew. DO NOT click on any attachments.
    - Please forward any email scams to itprotect@umass.edu
  - Another scammer is copying information from the UMass website. This scammer made POs that were sent to vendors (looking like they were sent by UMass.) 4 vendors have actually shipped items to the scammer by mistake.
  - Please review the memo sent out by John Martin. It’s posted on Procurement’s homepage and available here: https://www.umass.edu/procurement/docs/IMPORTANT%20SCAM%20NOTICE%20TO%20ALL%20VENDORS.pdf

- Please support the UMass Amherst Print Services office! The Print Shop can meet any price and your items to you in a timely manner.
  - For more information: https://www.umass.edu/print/
  - If you cannot get ahold of a print shop representative for some reason, please contact John Martin.

- There are deals when booking travel through The Travel Collaborative (a travel service agency) or online through Expedia.

- The University has free travel points available with Delta and United Airlines. Staff, faculty, and students can use points for business related travel. There is a one-time fee of $75 for Delta and $100 for United. Contact Gary Duggan for details and use.

Budget Office Updates
Speaker: Jacqui Watrous per Lynn Mckenna

- Wayne Borkowski has left the Budget Office for another department on campus. For Revenue Operations questions previously handled by Wayne you can contact Bill Pete or Lynn McKenna.
- Patrice Pare or Bill Pete can answer your general funds budget questions.

Other Questions, Notes, & Feedback:

- To suggest agenda items at upcoming meetings, please fill out this survey (via Survey Monkey): https://www.surveymonkey.com/r/POLiaisonMeeting
  - We will do our best to cover these topics or demonstrations at the next meeting.