



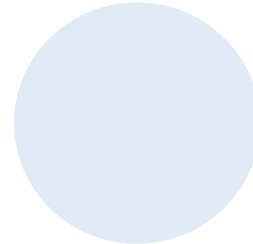
The BuyLine

Training Dates

- eProcurement Training on Tuesday—February 9th — contact Joe Pickul at jpickul@admin.umass.edu or 545-2119
- Procard Trainings to be held on Friday—January 22nd and Monday—February 8th — contact Leasa Roberts at 545-0363 or ljoberts@admin.umass.edu
- Procard Reallocation Training is arranged as needed — contact Holly Lankowski at lankowski@admin.umass.edu or 545-1748



January 2010



Volume 2, Issue 1

Maintenance & Repair of Campus Vehicles

UMass Amherst has entered into an agreement with Fleet Response to provide maintenance and repair services for UMass vehicles. The purpose of this program is to provide a convenient and efficient method to service University vehicles. The procedures outlined will help to insure that your vehicles provide safe and reliable transportation with a minimum amount of downtime. Vehicle packages include a schedule for routine preventive maintenance services. Fleet Response provides Roadside Assistance for a tow or other needed assistance. All services performed are billed directly to Fleet Response. The driver should never be required to pay for service. The complete details of this new program can be found at the Transportation Services Web Site—<http://www.umass.edu/vehicle/> under the section State Vehicle Information Links.

Procard Reallocation—Multiple Lines at One Time



When multiple Procard charges are being reallocated to the same SpeedChart and same account code, use of the distribution template can be big timesaver. The steps to follow are easy:

- On the Reconcile statement page click on the "View All" on the right side of the dark blue bar just above the transaction list.
- Next select the transactions you want by clicking on the checkbox to the left of the transactions. The distribution

template will apply the Speed-Chart you enter in the next panel to all checked transactions, so be sure that **only** those transactions you want changed have the checkbox lit.

- Once you have your transactions selected, click on the blue Distribution Template hyperlink located near the bottom of the screen.
- The Distribution Template will appear. Enter your SpeedChart number and search with the magnifier. Select the blue hyperlink under the header Speed-Chart Key by double clicking. Add the account number, then validate the chartfield information is correct.

- Click OK. You will return to the Bank statement screen.
- Next, approve your transactions by clicking on the Approve button. This will change the status field for all checked transactions from Staged to Approved. (Note—the checkbox remains lit for the transaction lines you used the template on.) Then save your transactions by clicking on the save button.
- You can validate that the template was applied correctly by clicking on the distribution icon on any line but this is not necessary.

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The BuyLine

Corporate Travel Card

The travel card program provides a convenient and efficient process for booking and paying your business travel expenses. This program, along with our Procard program is for business purchases only. Personal purchases are prohibited on both card programs.



This program currently uses two types of credit cards that are issued by U.S. Bank. We offer an individual liability card to full time employees, graduate students, post doctorates and temporary employees. In addition, this program also offers a department card which is used for non employee travel expenses such as faculty/staff searches, graduate student recruiting, student groups, guest speakers, visiting lecturers and non employee collaborators. Both of these cards can be used to pay for business travel expenses including airline and Amtrak tickets, hotels/lodging, meals, travel agency fees, conference registration fees and ground transportation.

There are several benefits that cardholders can take advantage of when they use their travel card. One benefit is that the card allows our travelers to do some pre-trip planning. The cardholder can book and pay for their airfare, conference fees and hotel deposits as soon as they are incurred. This gives the cardholder the

ability to pay for some of the larger expenses associated with their trip in advance. By paying for these expenses in advance, the cardholder will reduce the amount of charges against the credit limit on their card before they leave on their trip. As a result, they will reduce the chance that they will reach the credit limit on their card while they are traveling. Another benefit is that our cardholders have the ability to view the activity on their travel card account online. They can also view and retrieve their monthly account statements for the last eighteen months online. Another important benefit is the Common Carrier travel accident insurance which is available to our travelers. They will automatically receive this half million dollar coverage when the entire cost of the Common Carrier passenger fare is charged to their U.S. Bank travel account. In addition, U.S. Bank's Customer Service Department is open twenty four hours a day, seven days a week. This coverage provides our cardholders the ability to receive immediate assistance with resolving any problems that they might have with their travel card.



The Corporate Travel Card program currently has 1,400 active individual travel cards and 122 department cards. If you have any questions about this card program contact Gary Duggan at 545-6231.

*Corporate
Travel Card
program
proves to be a
valuable tool
for business
travel
expenses.*

MHEC to hold Web Site Training Session at UMass Amherst



MHEC will again be coming to the UMass Amherst campus to conduct a Web Site training session.

Contracts can be confusing and hard to understand. Many of you have told us that you would like to learn how to utilize the MHEC Contracts and their web-site better.

This next session is scheduled for:

- **Wednesday, February 24, 2010 – 9:00 am to 11:30 am**
- **UMass Amherst – Procurement Conference Room – 407 Goodell Building**
- **Class Size: Limited to 12 people – sessions will be added if necessary.**

R.S.V.P to: Rosemary A. Hassay – Purchasing Manager –

rhassay@admin.umass.edu

Training Offerings

The Procurement Department offers a number of training sessions to campus staff. A brief description of each follows:

eProcurement Training offered through Administrative Systems for A&F monthly or by special arrangements covers:

- An overview of purchasing policies
- How to find contracts
- How to enter purchasing requisitions.

Financials Transactions Certificate Program — Procurement session offered through Workplace, Learning & Development twice a year covers:

- An overview of procurement department functions and responsibilities

- Purchasing Procedures
- Contracts and Contracts for Services

Procard Training is offered twice a month and the schedule and sign up details are found on the Procurement and Procard Home Pages. Procard training covers:

- Procard Policy
- Cardholder responsibilities and records management
- Restricted commodities

Procard Reallocation Training is done on a need basis and is arranged through Holly Lankowski, Procard Manager. This training covers how to move expenses online, Procard Queries

and the Procard Accounting Process

Travel Card Orientation is scheduled weekly and arranged by appointment when a Corporate Travel Card has been ordered. Allowable charges, payment process, checks and ATM options and automobile rental are just some of the topics covered.

Access Online Training is offered on a need basis for certified travel preparers to learn how to navigate the US Bank system to manage travel card payment processing.

MHEC Web Site Training is offered through our department twice a year. Please see details of the next session on page 2 of this issue.



The Procurement Department holds a number of trainings to assist the campus with purchasing needs.

Staff Profile.....who are you going to call...

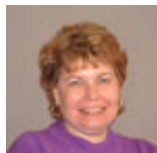
The Buyers of Procurement

The workflow processing within PeopleSoft routes requisitions to departmental and Procurement approvers based on the department ID that is assigned to each requisition distribution line. If the requisition totals less than \$1,000, only departmental approval is required unless the requisition bears one of the special account codes shown below:

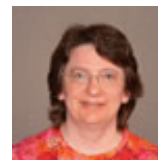
- Alcoholic Beverages
- Ammunition
- Animals, Live Laboratory
- Construction & Renovation
- Entertainment
- Printing (off campus)
- Government Tax-Free Alcohol
- Insurance
- Leased Space (off-campus)
- Radioactive Materials
- Rental—Lease—Lease-Purchase
- All State Funds Purchases
- Tradepersons
- Weapons

Our Department buyers are responsible for

reviewing those requisitions that total \$1,000 or more or fall into one of the special account codes listed. Our buyers collectively have over 30 years of buyer experience. The buyers are assigned by account code and department ID code. This allows them to become acquainted with areas of the campus and specific commodities making them better prepared to assist the campus with their purchasing needs. If you have not yet had a chance to work with one of our buyers, please check out the link to Buyer Assignments found on our Procurement Home Page.



Nancy Rule
Buyer



Carol Thurlow
Buyer



Ryan Aiken
Buyer

Amherst Procurement Department

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

Phone: 545-0361

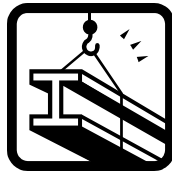
Fax: 545-1643

E-mail:

procurement@admin.umass.edu

We're on the web - [http://
www.umass.edu/procurement/](http://www.umass.edu/procurement/)

Legislature Repeals Dollar One Procurement Process for Building Construction



The Office of the Inspector General, among others, filed bills and lobbied extensively to eliminate the so called "dollar one" issue in the public building construction law, in an attempt to promote efficiency in government and cost effective contract administration. This Office is happy to announce that, effective November 24, 2009, Chapter 166 of the Acts of 2009, section 30, amended M.G.L. c.149, §44A(2) to allow for the use of sound business practices for the procurement of construction, reconstruction, installation, demolition, maintenance or repair of a building by a public agency, estimated to cost less than \$5,000.

This amendment removes the previous requirement to solicit at least three written price quotations when procuring these services. Please note that your local rules may dictate more rigorous procedures for these contracts. The amendment also states that when procuring building construction of less than \$5,000 you must keep a record that, at a minimum, must include the name and address of the person from whom the services were procured. This amendment does not eliminate the requirement to obtain a payment bond for projects costing \$2,000 or more or the requirement to pay prevailing wage. Three quotes are still required for building construction projects estimated to cost between \$5,000 and \$10,000. The amendment can be accessed at Gregory W. Sullivan <http://www.mass.gov/legis/laws/seslaw09/sl090166.htm>.

FAQ—Frequently Asked Questions

- **How do I change the distribution from quantity to amount on a Purchase Order (change PO to a Blanket Order) so that multiple invoices can be paid?**
Send an email (Change Request NOT REQUIRED for this) to the Buyer who is responsible for the Department ID under that Purchase Order requesting the distribution be changed so that multiple invoices can be vouchered against the Purchase Order.
- **What type of travel can be charged to a Department Travel Card?**
Use this card for non-employee business and travel expenses only, with the exception of faculty or staff traveling with a group of students / non employees. Non employee travel can include: faculty / staff searches, graduate student recruiting, student groups, guest speakers and non-employee collaborators.
- **Can I pay for some of my travel expenses in advance?**
Yes you can. Pre-trip expenses for airfare, conference registration fees and hotel deposits can be processed in advance of the travel date. This will help to prevent your travel card from becoming delinquent.
- **What do I need to do to cancel a Procard?**
The Cardholder or Records Manager needs to send an email to the Procard Manager—Holly Lankowski at lankowski@admin.umass.edu advising whose card should be canceled and as of when. The Procard should be card cut up or shred. The cardholder's Procard records should be finalized and when complete - forwarded to Angel Falcon in the Controller's Office—Room 405 Goodell.

