



The BuyLine

January/February 2012
Volume 4, Issue 1

Training Dates

Procard:

Wed. - 1/25/12 @ 10:00 –12:00
Career Services Conference Rm.
419 Goodell Building.

Thursday—2/16/12 @ 1:30 –3:30
Career Services Conference
Room. 419 Goodell Building.

Friday –3/9/12 @ 10:00-12:00
Career Services Conference Rm.
419 Goodell Building.

To register for any of the training
sessions listed above, please contact
Leasa Roberts via Phone: 545-0363
or Email:

lroberts@admin.umass.edu

Procard Reallocation:

Training is arranged on request.
Contact Holly Lankowski –Email
lankowski@admin.umass.edu
or Phone: 545-1748.

Procurement Department presents Vendor Show 2012

Save the date....

The Procurement Department at the University of Massachusetts Amherst will be presenting a Vendor Show on March 27, 2012.

The Vendor Show will be held at the Campus Center Auditorium from 9:00 am to 3:00 pm.

Come and visit with over 80 contract vendors displaying various equipment, supplies and services.

GO GREEN! - Discover why using contract vendors can save your department money and put more “green” back into your budget.

GO GREEN! - Smart Choice Environmentally Preferable Purchasing (EPP) is the procurement of goods and services that have a reduced impact on human health and the environment as compared to other goods and services serving the same purpose. Environmentally Preferable Products are: (1) Long lasting, high-quality, less toxic, re-usable, and easy to recycle; (2) Use less materials, water and energy, minimizing the impact on the natural environment.

DISCOVER! what contract vendors offer in Environmentally Preferred Products.

MADE IN THE USA! Discover what products contract vendors offer that are “Made in the USA”.

MEET! - Knowledgeable sales personnel who can address your needs.

LEARN! - A different workshop will be offered every hour of the show. Come and meet the entire staff of the Procurement Department and have your questions answered at the workshops!

MUSIC! - Enjoy the jazzy sounds of music showcased by the talented students of the Department of Music and Dance at the University of Massachusetts Amherst.

PRIZES! - Drawings and giveaways at various booths will happen throughout the show. Win valuable prizes at the Procurement Raffle.

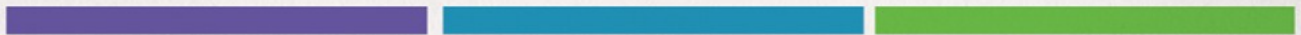
Inside this issue:

Procurement Vendor Show 2012	2
Business Expense Submissions	3
Postal Rate Increases	3
A & F Supports UMACC	3
Ask Procurement	4
Free Stuff!	4

ALL PROCEEDS WILL BE DONATED TO UMASS AMHERST SCHOLASHIP FUND

UMASS AMHERST

PROCUREMENT VENDOR SHOW 2012



TUESDAY
27
MAR 2012

GO GREEN!

TIME: 9 AM - 3 PM

LOCATION: CAMPUS CENTER AUDITORIUM

Smart Choice: Environmentally Preferable Purchasing

(EPP) is the procurement of goods and services that have a reduced impact on human health and the environment as compared to other goods and services serving the same purpose. Environmentally Preferable Products are: (1) Long lasting, high-quality, less toxic, reusable, and easy to recycle (2) Use less materials, water and energy, minimizing the impact on the natural environment.

A Friendly Reminder on Business Expense Submissions

The Employee Expense/Business Approval form is to accompany the receipt and be attached to the statement for all staff business meals incurred on the Procard.

Please note: the policy regarding business meals is being monitored and will be strictly enforced.

In brief, meals (breakfast, lunch and dinner) should not be provided at regular business meetings attended only by University employees. Meals should not be served more than once a month to the same group of participants, unless the meetings are held during meal times in order to accommodate an extended agenda or where participants could not meet during regular business hours.

If you have questions on this policy, please contact Jayne Krause, Manager of Accounts Payable at 545-4710.

Think about every problem, every challenge we face.

The solution to each starts with education.

**~ George H.W. Bush
41st President
United States of America**

**In honor of Presidents Day
February 20, 2012**



U.S. Postal Service has announced rate increases effective 1/22/2012.

First-Class Mail Highlights:

- Letters (1 oz.) - 1-cent increase to 45 cents.
- Single-piece letters additional ounce rate—unchanged at 20 cents.
- Postcards—3 cent increase to 32 cents.
- Letters to Canada or Mexico (1 oz.) - 5-cent increase to 85 cents.
- Letters to other international destinations—7 cent increase to \$1.05.
- The price increase for Standard Mail Letters including non-profit is 1.9%

Shipping Services will also change. The overall price change for all Shipping Services is 4.6%. Priority Mail prices will be increasing an average of 3.1% and Express Mail prices increasing an average 3.3%.

Express Mail Flat Rate Box = \$39.95. Express Mail Flat Rate Envelope = \$18.95.

New domestic retail pricing for Priority Mail Flat Rate products include:

Small Box = \$ 5.35 Medium Box = \$ 11.35 Large Box = \$15.45
 Large APO/FPO/DPO Box = \$ 13.45
 Regular Envelope = \$ 5.15 Legal-Size and Padded Envelope = \$ 5.30

Departments of A & F Support UMACC and Raise \$ 1,186.42 for Charity!

A great BIG THANK YOU goes out to the employee's of the A & F Administrative Systems, A & F Office, Budget Office, Bursar's Office, Controller's Office, Mail Services, Print Services and the Procurement Department for raising \$1,186.42 to support the University of Massachusetts Community Campaign. Even in these difficult economic times the bake sale and raffle of gift baskets raised more money this year and broke all previous records. WOW!

BRAVO!! To all who baked fabulous cookies, cakes, breads, donuts, brownies, Chex Mix, made candy and more! Everything was so yummy. Also, thank you to everyone who contributed items for the sixteen (16) gift baskets that were raffled off. Congratulations to all the raffle basket winners!

To everyone who contributed to UMACC through pledge cards or baked goods or raffle tickets—We won the gift of giving to those that need a little extra help!

On behalf of our team of UMACC coordinators: Amy Mathieu, Andrew Tan, Cindy Kicza, Diane Goulette, Patrice Pare and Rosemary Hassay - we

THANK YOU!



Ask Procurement,

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/>

When you get to the end of your rope, tie a knot and hang on!

**Franklin D. Roosevelt
32nd President
United States of America**

**In honor of President's Day
February 20, 2012**

I am doing a contract for services and have sent both original contracts to the vendor, but they only sent one (1) original back to me. I am required to send two (2) originals to Procurement. What should I do?

When processing a contract for services always send the vendor two (2) originals unsigned by the University. This way they will have to return the contracts to you to get them signed by the University. When sending contracts already signed by your department, the vendor may think all he has to do is sign and send one back, seeing as he has a contract already signed by the University, not knowing it may require further signatures to make it legal. In cases where we only get one original back, the University will keep the original and send a copy back to the vendor.

My office has experienced a reduction in staff and I need to find a way to manage more work. I would like to streamline my UPS shipping and related paperwork. What suggestion do you have?

Mail Services offers complete UPS service to every campus department. If you leave your package in campus mail and label it "UPS" and include your speed type number, we will ship it for you and handle all the invoicing and charges. The shipping cost will be recharged to your department. You will save money because there is no paperwork on your end and you will not be responsible for pick-up fees or monthly surcharges, etc. that automatically appear on your individual UPS invoice presently. Mail Services will add a small surcharge of \$2.50 to process each order.

If you have something that you would like to "Ask Procurement", simply send your question to: procurement@admin.umass.edu. We will make every attempt to answer your questions in future publications of The BuyLine. Thank you.



Free Stuff!

FREE TONER - The Department of Plant, Soil and Insect Sciences has purchased a new copier and has one free toner available.

Ricoh Type 4500A Toner that was purchased on 4/13/11.

***** This item is available on a first come first serve basis *****

For more information contact: Barbara L. Miller, Plant, Soil and Insect Sciences
Phone: 413-545-1058—E-Mail: blmiller@psis.umass.edu

Pardon Us

"If you find mistakes in this publication, please consider that they are there for a purpose. We try to print something for everyone and some people are always looking for mistakes."

(quoted from a weekly paper in Clermont, Florida)