UMASS Travel Program

The Amherst Campus is implementing the UMass Travel Program, which is being offered to all campuses, in order to facilitate University−related travel in the most efficient and cost effective manner. The program, supported by Board of Trustees policy, also aims to protect travelers against the risk of loss and maintain the necessary controls for accountability.

The new program consolidates the travel ticketing process by offering two travel agency options: (1) an on-line self-booking option through Egencia (corporate version of Expedia); and (2) a more traditional live booking agency, The Travel Collaborative, that offers customer service and a deeply experienced team of agents that specialize in International travel bookings.

The benefits available to University travelers by streamlining University business travel reservations through these two agencies include:

- Leveraging the lowest available airline, hotel, auto rental, and rail service discounts by utilizing one travel site/agency. These discounts have been negotiated through a consortium of Massachusetts−based academic and healthcare institutions (e.g., Harvard, MIT, Tufts, Mass General, Dana-Farber and Brigham & Women's Hospital to name a few) and offer significant savings opportunities to University travelers.
- Ensuring that University employees traveling on business internationally are aware of University sponsored programs should emergency services be required
- An enhanced traveler experience

The University goals of implementing the program include:

- Providing University travelers the highest level of customer service support
- Reducing University travel costs

The use of preferred travel agencies through this program will provide a major step towards accomplishing these goals. Ultimately, a central database of all University travelers will provide the potential for determining the location of travelers, and if necessary, provide a communication link should an emergency situation occur.

A University−wide website has been developed to answer travel−related questions and provide links to helpful sites such as airport parking, security and travel safety tips, University travel policy, etc. The website can be accessed through the UMASS Connect Shared Services Site at http://pp-prd.umassconnect.net/web/guest/travel-program.
Furniture VS Furnishings Commodity/Account code
This question has come up many times and can confuse even the most seasoned staff. We hope that the chart we have provided below will help to clarify the two terms.

A second related question concerns purchases that are made that include both the product, and the installation, assembly, etc., of that product. Previously we determined whether a Contract for Service was needed for the service portion by the dollar amount or a percentage of the total value of the purchase. Going forward we are simplifying this process to state that if the service portion of the purchase totals more than $10,000, the purchase requires a Contract for Service, as follows:

If you are ordering furniture, and that furniture is to be delivered and installed in place, if the installation portion is greater than $10,000, the purchase requires a Contract for Service. The requisition should include both the furniture and the installation, but only the installation portion should be done as a CFS. Please attach the completed CFS and the vendor’s written quotation to your BuyWays requisition.

If you are ordering carpeting, and the carpeting is to be installed, that falls under Massachusetts General Laws Chapter 149, and the entire purchase must be done through the Facilities & Campus Service Contract Department. Departments are not authorized to contract directly with a vendor for this type of purchase.

UP = Unit Price

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Account Code(s)/Description</th>
<th>Intent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnishings, Office</td>
<td>740800 (Window Coverings)</td>
<td>Carpet, plants, pictures, etc.</td>
</tr>
<tr>
<td></td>
<td>740890 (Misc. Facility Furnishings, incl. area rugs)</td>
<td>-not furniture</td>
</tr>
<tr>
<td></td>
<td>744700 (Floor Coverings – not area rugs. See 761600 for installation)</td>
<td></td>
</tr>
<tr>
<td>Furnishings, Residence Hall</td>
<td>740800 (Window Coverings)</td>
<td>Shower curtains, bedding, mattresses, blankets, carpet, tile-not furniture</td>
</tr>
<tr>
<td></td>
<td>740810 (Bedding, Linens)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>740890 (Misc. Facility Furnishings)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>744700 (Floor Coverings – not area rugs. See 761600 for installation)</td>
<td></td>
</tr>
<tr>
<td>Furniture, General</td>
<td>734200 (Admin-Office Splys-UP&lt;$1,000)</td>
<td>Furniture other than Dorm</td>
</tr>
<tr>
<td></td>
<td>741400 (Academic – Library Splys-UP&lt;$1,000)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>741970 (Equip. ((not computer))-UP $1,000-$4,999.99)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>763900 (Office Furniture – UP $5,000&gt;)</td>
<td>See 768600 for Installation</td>
</tr>
<tr>
<td>Furniture, Residence Hall</td>
<td>734200 (Admin-Office Splys-UP&lt;$1,000)</td>
<td>Dorm furniture</td>
</tr>
<tr>
<td></td>
<td>741400 (Academic – Library Splys-UP&lt;$1,000)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>741970 (Equip. ((not computer))-UP $1,000-$4,999.99)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>763900 (Office Furniture – UP $5,000&gt;)</td>
<td>See 768600 for Installation</td>
</tr>
<tr>
<td>Furniture, Upholstered</td>
<td>734200 (Admin-Office Splys-UP&lt;$1,000)</td>
<td>Upholstered Chairs, Sofas, etc.</td>
</tr>
<tr>
<td></td>
<td>741400 (Academic – Library Splys-UP&lt;$1,000)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>741970 (Equip. ((not computer))-UP $1,000-$4,999.99)</td>
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<td></td>
<td>763900 (Office Furniture – UP $5,000&gt;)</td>
<td>See 768600 for Installation</td>
</tr>
</tbody>
</table>

Please contact a Procurement Analyst in the Procurement Department is you have questions about such a purchase.
XEROX - FY15 Change Order Instructions

**Update on University Contract: Photocopiers (UD10-SC-0006) for FY15 for UMass Amherst**

The University Contract: Photocopiers (UD10-SC-0006) is currently under review by the University Procurement Council. Updates regarding this contract will be coming from John Martin, Director of Procurement and Campus Services, as the University Procurement Council proceeds. In BuyWays all Xerox lease and maintenance agreement purchase orders continue for FY15 and are not cancelled as previously done in PeopleSoft. Thus, FY15 change requests will need to be completed for each Xerox lease and maintenance agreement purchase order that is under the University Contract: UD10-SC-0006.

The following example (done in BuyWays) shows the information that must be included in your BuyWays FY15 Xerox Change Order Requisition to add line items against the FY14 Xerox purchase order for UMass Amherst. (Sample Details continue on next page)

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The change order requisition for lease purchase orders must contain:

- The **FY14 purchase order number** that the FY15 change order requisition is against.
- **The Xerox Model and Serial number**.
- **The Xerox Work Order number (WU)**. The WU # is located at the bottom left hand corner of the Xerox Services & Solutions Order Agreement.
- The **dates of service** that the new PO lines cover should be July 1, 2014 – June 30, 2015 (12 months).
- Your estimated quantities as depicted in the example. **No blanket order lines allowed.**
- **The Commodity Code should be Lease/Rental Equipment (Excludes Information Technology) for ALL lines.**
- **The Account Code should be 767550-A for ALL lines.**
- The contract identifier **UD10-SC-0006 – University Contract: Photocopiers**

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The change order requisition for maintenance agreement purchase orders must contain:

- The **FY14 purchase order number** that the FY15 change order requisition is against.
- **The Xerox Model and Serial number**.
- **The Xerox Work Order number (WU)**. The WU # is located at the bottom left hand corner of the Xerox Services & Solutions Order Agreement.
- The **dates of service** that the new PO lines cover should be July 1, 2014 – June 30, 2015 (12 months).
- Your estimated quantities as depicted in the example. **No blanket order lines allowed.**
- **The Commodity Code should be Equipment Maintenance and Repair for ALL lines.**
- **The Account Code should be 768550-A for ALL lines.**
- The contract identifier **UD10-SC-0006 – University Contract: Photocopiers**

Questions concerning this announcement may be directed to Nancy Rule, Procurement Analyst at: nrule@admin.umass.edu.
The Change Order form is used to request specific changes to a purchase order, as listed below. The form will be routed through Workflow to Purchasing. Be descriptive as possible when requesting the change(s). Enter line specific detail on the right. Failure to articulate your change request will result in a processing delay or rejection.

OfficeMax Contract

We have heard a couple of complaints about when a staff member went to the OM catalog to find an item and found the price was much higher than what they found on the regular OM web page outside of BuyWays. This is a “normal” practice in the industry since office supply vendors, as well as other types of suppliers, have catalogs that have high list prices that they then use to discount off of. This is true of just about any type of vendor such as office furniture and equipment vendors. The trick is to not use one of these minimally discounted products, instead use one of the 1850 or so items that we have steep discounts off of to save the most on. Just about any product you find has a contracted equivalent that can be 90% lower than its list price. It pays to shop the contracted items for the best value. If you have any questions please call the Procurement Department and we can assist you.
UMass Print Services
Need to get something printed before classes start up again? You can now access the University Print Department web site by clicking on their logo under “services” on the BuyWays main page. This will make them easier to access and as an incentive to use the new link you will receive a 10% discount for all orders placed in July and August so don’t procrastinate! Our Print Department, Located on the ground floor of the Whitmore Administration Building, can assist you with any preparation, artwork or printing needs your department has. If the work can’t be done on campus they can also handle the project and be your liaison with an outside printer. This will eliminate any communication issues and they will make sure your project gets done in a timely, cost efficient manner and delivered to your department to meet your schedule. Pick-up and delivery at no charge makes it convenient and quick.

Call Dan Gauthier, Print Services Manager at 5-2719 with any questions

Procard Procedural Changes/Reminders
Following the completion of an internal audit of the Amherst Procard Program, a few procedural changes are occurring. We are also including a few reminders of procedures that are already in place.

- For cardholders with a monthly spending limits greater than $5,000, supervisory approval must be obtained on each monthly statement to ensure the appropriateness of their purchase transactions. In addition to the cardholder and records manager signatures, your supervisor will need to sign and date your statement each month to indicate this review has taken place.
- **IMPORTANT REMINDER** - If you serve as your own Records Manager, regardless of your card limit, your supervisor needs to review and sign off on your statements each month to ensure the appropriateness of your purchase transactions.
- If you have an emergency supply order that cannot be purchased through the BuyWays eProcurement System you can ask for a one-time exception to your single purchase limit. Email Holly Lankowski, Procard Manager and provide the vendor name, a list of what you plan to purchase with the unit and total costs including any shipping and handling. The person holding financial responsibility for the budget your card is attached to must be cc’d on this email. Once you send the email follow-up with a call if time is critical. If approved, the Procard Manager will temporarily increase your limit to allow the purchase to go through. Typically, you are allowed one week to process the charge before your limit reverts back to your normal dollar amount. A temporary increase can also be requested for your monthly limit. You are instructed to place the charge immediately and you must keep a copy of the email response with your Procard records to document the temporary allowance.
- Instances occur when a cardholder’s limits need adjustment based on spending needs. Any permanent change to a card’s limits need to be authorized by the person responsible for the card budget account (Account Administrator, Principle Investigator or Business Manager). This request can be forwarded to the Procard Manager via email or by using the Procard Application & Update Form. A copy of this request must be placed in the Cardholder’s records file by the department Procard Records Manager.

Department Records Managers should maintain a copy of the Card Application form and the Cardholder Agreement form in the Cardholder’s current FY file. Additionally, if any change activity occurs such as limit adjustments or SpeedType funding changes, a copy of the Application & Update Form or related email should be maintained on file for any audit request.

Correction to Sales Tax Article
In the last issue of the BuyLine there was an error regarding sales tax in the article on page #2. Under “We don’t pay” it stated we don’t pay the Mass Sales tax on goods only when an employee is in travel status. This should have read “…we don’t pay the Mass Sales tax on goods except when an employee is in travel status.” This means that if you are not in Travel status the University will not reimburse you for any sales tax you paid. If you have any questions please contact Norm Gousy in the Controller’s Office.
Copy Contract Number to Multiple Lines-BuyWays

We now have the ability to copy a contract number to multiple lines on a BuyWays requisition. In order to take advantage of this option, you must enter the contract number on a line in your requisition. After you have entered the contract number on a line in the requisition, the link “copy to other lines” will appear (see print screen below).

If you select the “copy to other lines” link, the page in the print screen below will appear. This screen gives you the ability to select the lines that you want to add the contract number to. If you select the box next to the Contract Number on the far right, all on the lines that appear on the screen will be selected. You also have the option to select the individual lines on this screen.

This option eliminates the need to edit each line individually in order to add the contract number.

A job aid on this process is located on the UMass BuyWays Web Site. This web site can be found at http://www.umass.edu/afsystems/basic-page/umass-buyways/91 . The job aid “Locate and Select Contract Identifiers” covers this topic and it is located in the Requisition Job Aids section on this web page.
Account Codes for Freight & Installation Quotes from Contract Vendors

The following clarification is offered on the appropriate account codes that should be charged for the purchase of equipment (capital or non-capital) when freight and/or installation are broken out as separate line items. All such charges should be coded with the respective capital equipment/non-capital equipment account code and considered to be a part of the cost of the equipment.

For the definition of equipment and a list of the equipment/non-capital equipment account codes, go to [http://www.umass.edu/aco/objede/index.htm](http://www.umass.edu/aco/objede/index.htm)

Select one of the following two links with the June 2014 date, and then see pages 30-33 and 48.

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Electronic Request for Bids (RFB’s)

*Did you know that Procurement posts all Request for Bids on the Procurement Web-site? This has been in effect since 2008 for non-construction related bids and since 2013 for construction bids. This makes access available to any vendor from any computer or smart device. If a department has specific vendors that they would like to know about their RFB, the department staff is encouraged to contact the vendor and direct them to the Procurement Web-Site for all information concerning the RFB.

To access our site they should go to: [http://www.umass.edu/procurement/openbids](http://www.umass.edu/procurement/openbids)

If you have any questions please call the Procurement Department. Thank you.

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Procard Approval Requirements -Grants

University Trustee Policy ([T94-034](#)) requires authorization by the Principle Investigator to review and authorize non-personnel expenditures charged to sponsored projects. Federal OMB A-21 requires that expenditures charged to sponsored projects be allowable, allocable, and reasonable for that research. The Principle Investigator or delegated authority is required to authorize monthly procard statements. The training and process for delegating P.I. authority is being strengthened with a grant specific delegation form and online training for delegates. Additional communication to come from the Controller’s Office regarding upcoming training and delegation requirements.
Savings Offered at Print Services

![Summer Savings at Print Services!](image)

**To our valued customers**

**Mention this ad and take 10% off your next print order during the months of June, July & August!**

**UMassAmherst** Print Services

Tel: 413-545-2718 | email: print@admin.umass.edu | www.umass.edu/print

OfficeMax—Procedures for Merchandise Returns

**OFFICEMAX – OFFICE PRODUCTS MERCHANDISE RETURNS POLICY**

- To expedite your return, have a copy of the Packing List that came with the merchandise available before you call.
- Next, call the OfficeMax Customer Service Center at 1-877-969-6629 to obtain an Authorization to Return Number (ATR#) - You will be prompted for a PIN when calling but the recording will say if you do not have or know your PIN, to hold the line and the next customer support representative will be with you shortly. **Just hold the line as we do not use PIN numbers.**
- On the packing slip, write the ATR#, note the reason for the return (Damaged, Defective, Ordered Incorrectly, Incorrect Item Sent, Quantity Error, etc.) and attach to the merchandise being returned. If the item is damaged or defective, then also mark the box damaged or defective.
- **Do not mark** on the manufacturers’ original packaging unless the product is damaged or defective. Resalable product requires original manufacturer box.

CitiBank Statement Alerts-Email update may be needed

As you were informed when we delivered your Citibank card, monthly statements are not being mailed. In order to have access to your statements online, you need to register your card on the Citibank site. Once registered, you will receive email alerts after the close of the monthly cycle advising a statement is available. If you do not have activity during a specific monthly cycle then there will be no statement and no email alert.

Recently we discovered that if an email address update needs to occur, that you also must update your profile. If you are receiving your alerts currently then no action if needed. If you are not then please update your email at Citi using the following steps:

- Log into Citi at [https://home.cards.citidirect.com](https://home.cards.citidirect.com)
- Select “My Profile”, then the red “Alerts” (bottom left of page) then “Manage Email Address” at bottom of page.
  - **Manage Email Address**
- Update and confirm your preferred email address, then **SAVE**.

This hopefully will remedy access for some cardholders who have not been receiving these alerts.