Training Dates

Procard:
Monday—3/26/12 @ 10:00-12:00
Career Services Conference
Rm. 419 Goodell Building

Tuesday, 4/10/12 @ 1:30-3:30
Career Services Conference
Rm. 419 Goodell Building

Wed.—5/2/12 @ 10:00-12:00
Career Services Conference
Rm. 419 Goodell Building

To register for any of the training sessions listed above, please contact Holly Lankowski—545-1748 / lankowski@admin.umass.edu

eProcurement:
Thursday, 3/22/12 @ 9:00-4:00
Room 115—Whitmore Building.

To register for any of the training sessions listed above, please contact Gary Duggan via phone: 545-6231 / gsduggan@admin.umass.edu

Procard Reallocation:
Training is arranged on request.
Contact Holly Lankowski—E-mail: lankowski@admin.umass.edu or phone: 545-1748.

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March/April 2012
Volume 4, Issue 2

Procurement Vendor Show 2012
Come and visit with vendors displaying new products and technology. Meet Sam The Minuteman. Enjoy wonderful jazzy music performed by talented UMass students! Win valuable prizes! Drawings will begin at 2:15pm. Learn about programs & products. Drop-in workshops are available.

ALL PROCEEDS WILL BE DONATED TO UMASS AMHERST SCHOLARSHIP FUND

27 MAR 2012
TIME: 9 AM - 3 PM
LOCATION: CAMPUS CENTER AUDITORIUM

Realizing the important role that vendors and our departments play in helping us achieve our goal of a truly “green” University, the Procurement Department is proud to announce the “Go Green” Procurement Vendor Show 2012. Contract vendors in attendance at the show will be showcasing environmentally preferable products or services with an emphasis on energy-efficient, recycled and less toxic products.

For more information contact: Rosemary Hassay, Purchasing Manager at: procurement@admin.umass.edu.

Designed by: Alex Cheung, UMass Amherst Class of 2014 - Isenberg School of Management
Procurement Department presents:
Go Green! Procurement Vendor Show 2012

Date: Tuesday, March 27, 2012
Time: 9:00 am to 3:00 pm
Where: Campus Center Auditorium
Drop-In Workshops—Room 178—Campus Center

Enjoy music supplied by UMass students! In the morning music will be provided by the “New Orleans Shuffle”. In the afternoon listen to the sounds of a jazz trio,

Meet Sam—The Minuteman!

Win valuable prizes! Drawings will being at 2:15 pm
Raffle Tickets Available—All proceeds will be donated to UMass Amherst Student Scholarship Fund.

Come and Visit with vendors displaying various equipment and supplies. Use our contracts to make valuable contacts.

Here is a listing of some of the contract vendors that will be attending:

W.B. Mason
Silver Screen Designs
Mansfield Paper
Lexington Group, Inc.
Mirak Chevrolet
Moduform, Inc.
Prime Time Plus
Roger Sitterly and Son
Sunshine Sign Co.
Cowls Building Supply
Hewlett-Packard
Eastern Bag & Paper
Print Associates
RV Leonard
Sherwin Williams
University Cap & Gown
Wassmann Audio Video
WW Grainger
AirGas East
... and many more .....
Coming and Going… Print Department has a change in leadership.

Bette Norton retires…Bette Norton, a 35-year staff member on the Amherst Campus will be retiring on March 9, 2012. A retirement luncheon and reception were held for her on February 28th. It was apparent by the diverse turnout that Bette has made her impact on the entire campus. She is as dedicated of a person as any manager could hope for. Bette was presented with a rocking chair engraved with the University logo and her name. Those that know Bette well are sure that the chair won’t get much use for quite a while.

We wish her a great retirement and thank her for all of her dedication and hard work over the years! Enjoy!

Welcome Dan Gauthier, New Manager of Print Services

Dan Gauthier is from South Deerfield and started in his new position on February 21, 2012. Dan comes to us from a local printing company and brings 15 years of experience in the trade. Dan is eager to meet the various department reps and hopes that you will stop down to our print department in Whitmore to say Hello! Dan has a background in pre-press design and set-up work as well as digital and offset printing equipment so he can review all of your printing needs to see what the best equipment fit is for your project.

As an incentive to stop down to see Dan (or call him to come to your department) he is offering a 15% discount on all new work (maximum value of $200 per department) that his department does in the month of March.

Welcome to the University, Dan!

Procard Reallocators - Important Reminders-

DO NOT use the Run Budget Validation on Save Option when completing Procard reallocations. Running this process during the workday slows down PeopleSoft Production and causes delayed response time. Budget validation is run overnight and if any budget errors exist, you will be notified by the Procard Program staff.

When Procard charges are loaded from the file feeds from Citibank, the status assigned is “Staged” which means the charge is pending reallocation and is not yet applied against a department budget. Once charges are reviewed during the reallocation process, this status should be changed to “Approved” to allow the charge to voucher and post to the budget assigned. If charges are left in “Staged” status, they will not be applied to any budget for 30 days and could cause an incorrect assumption of a budget balance. Regular reallocation and approval is recommended.
Did you know…….

What is Latex?
Latex is a substance found in a tropical rubber tree. It is commonly used in a wide variety of products, from balloons and gloves, to pacifiers and rubber bands. Furthermore, many medical and dental supplies contain latex. Non-latex substitutes can be found for all of these items containing latex.

Symptoms of a Latex allergy
Although latex allergies are not common, reactions after an exposure may range from mild to severe. Symptoms of an adverse reaction to latex include:

* - Itchy, watery eyes
* - Rash or hives
* - Chest tightness
* - Nausea or vomiting
* - Loss of consciousness
* - Coughing, sneezing or runny nose
* - Shortness of breath, difficulty breathing
* - Dizziness or confusion
* - Rapid or weak pulse
* - Anaphylactic shock

Who is at risk?
Latex products are used everywhere and people can develop a latex allergy after having used these products for years. Health care workers and rubber industry workers are at the highest risk for developing a latex allergy since they are constantly using latex products.

Treating a Latex Allergy
Awareness is the first step in treating a latex allergy. Once diagnosed with the allergy, a doctor may prescribe an antihistamine for mild cases, or epinephrine to carry with you in case of a more severe reaction. Also, your doctor may recommend wearing a medical bracelet to alert others of your allergy.

For more information, please visit the Procurement web-page at: umass.edu/procurement and look under “Policies ” - Campus Allergy Management.

Phishing E-mails vs. Statement Alerts
Recently, a number of Procard holders received emails with the subject heading “Citibank - Important Account Information”. This is a phishing email and should be ignored and deleted. Never log-in to any links or respond with any account information to this type of email. These emails contained a sender address of “debitc@citibank.com”.

Monthly statement alert emails from Citibank will contain the sender’s address of “citicommercialcards.admin@cit.com”. These are legitimate emails to remind a cardholder to log-in to the Citibank site to retrieve their monthly statements.

Xerox Contract Update:
Ted Sheridan is no longer our Xerox representative on campus his replacement is Diane Downey she can be reached at (508) 216-4190 or via e-mail @ Diane.Downey@xerox.com. Rich Casey will remain our on-campus service technician for service or supplies Rich can be reached at 877-321-9932.

Did you know balloons are made of latex?

There is no exercise better for the heart than reaching down and lifting people up!

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)