DEPARTMENT OF THEATER

FINANCIAL PROCEDURES
PURCHASE ORDERS

- Purchase Orders under $1K = Joanne
- Purchase Orders $1K+ = Willow
- All contract for services = Willow

Click [here](#) to access UMASS W9, required of all new vendors.

**Required for all Purchase Orders:**
- Completed request form at least 3 days prior to purchase depending on vendor

**Required for contract for services (**2 weeks in advance of service**):**
- Job description with dates of service
- Vendor contract information including phone and email
- Total amount of contract
*SEE JOANNE FOR ALL RECHARGES*

Current recharges on campus:
- University Hotel
- U Club
- University Store

Additional recharges provided on an as needed basis and require prior approval (i.e.: photo services, print services, catering).

Submit itemized receipts to Joanne within 48 hrs of purchase. List attendees/ BEER form if necessary
REQUESTING A PROCARD requires a Chair approved application and online training.

FOR SPECIFIC PURCHASING QUESTIONS, AND FORMS, email or see Joanne.

Procard Training Manual is found [here](#).

Procard Quick Reference Tool is found [here](#).

If your Procard is declined, contact Hillary Osgood at 413-545-1748 or hosgood@umass.edu. Do not use corporate card.

UMass contracted vendors always preferred

For in-state purchases, it is the purchaser’s responsibility to make sure MA tax is deducted from purchase.

For out-of-state purchases, purchaser should encourage vendor to deduct tax by presenting tax exempt letter.

MA tax exempt letter found [here](#).

Procards have tax id # on them

No services are allowed except for what appears on [this list](#).
As a reminder, Procard does not allow: furniture, Staples Store, entertainment expenses, travel, dining or EQUIPMENT.

If Procard is used inappropriately (i.e.: personal expense), fill out Justification Form and give to Joanne.

If tax is accidentally included in purchase:
- Purchasers can go back to vendor and request they reimburse tax and provide new receipt.
- Other option is purchaser must reimburse the university for tax payable by check only.

Please note:
- Procard statements are reconciled monthly against receipts.
- All statements, once reconciled, must be signed and dated by purchaser.
- *All receipts must be submitted within 48 hours of purchase* to aid in timely reconciliations and reallocation of expenses if necessary.
- *Full itemized receipts & charge slip* must include line # for expenses, purchasers name and purpose of expense. BEER form may be required for business expenses (take-out, flowers, etc).
Out of pocket expenses

- The university does not generally reimburse employees for out-of-pocket expenses. All previous methods of payment are preferred.
- Please see Joanne for specific questions regarding expenses
- Front office staff are available for online purchases if necessary.