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1. INTRODUCTION

The purpose of the Purchase Card Program (ProCard) is to simplify the procurement and disbursement process of low-value goods and travel expenses. The Program is designed to streamline routine purchases by reducing processing time and paperwork, eliminating the need for some departmental purchase orders, expediting payments to vendors, and reducing travel reimbursements to employees.

The Program is NOT intended:

- For non-capital equipment purchases $5,000 and above
- To avoid or bypass appropriate purchasing or payment procedures
- For personal use

Using the purchase card benefits the University, the cardholder and the vendors. Use of the ProCard provides better financial and cash management controls over low dollar value procurements. Vendors receive payments more quickly and the cardholder obtains goods and services without unnecessary delays.

2. HOW IT WORKS

The purchase card is a special MasterCard credit card. The card works in much the same way as your personal credit card except your bill is sent to and paid for by the University. Each card has specific spending limits and card controls:

- # of transactions per day
- # of transactions per month
- # single purchase limit
- spending limit per month
- approved merchant category code (MCC)

Each time a vendor enters the cardholder’s card number for a purchase, an electronic process verifies that the purchase is within these limits. All transactions are approved or declined by the vendor based on the verification results. Limits are set at the department level on the Card Application form.

The cardholder purchases directly from the vendor, either in person or by phone, mail, on-line or fax. Certain vendors or commodities have been “blocked” from usage in the program. (See Restricted Commodities)
Purchases are charged to the cardholder’s department and each cardholder is responsible for reviewing, reconciling, and submitting the monthly statement issued by the bank with the transaction log signed by their supervisor.

3. **CONTRACT COMPLIANCE**

Using the ProCard to facilitate low-dollar purchases does not exempt the cardholder from complying with the use of University contract suppliers. To maximize vendor competition and volume discount purchases, departments shall make use of University, State, and MHEC publicly bid contracts whenever practicable. The BuyWays catalog vendors must also be used whenever possible.

The list of current contract vendors may be found as follows:

- **State Contracts:** [https://www.umassp.edu/procurement/other-resources](https://www.umassp.edu/procurement/other-resources)
- **MHEC Contract:** [http://www.mhec.net/](http://www.mhec.net/)
- **BuyWays:** [https://sm-prd.ucollaborate.net/UMassIdM/UMassSSOLoginForm.htm](https://sm-prd.ucollaborate.net/UMassIdM/UMassSSOLoginForm.htm)
- **UMass Travel Program:** [https://www.umassp.edu/travel](https://www.umassp.edu/travel)


4. **HOW TO APPLY FOR A CARD**

Any University employee who regularly makes purchases on behalf of his/her department and has the approval of the department head is eligible for a purchasing card. There is a one-month probation period for new President’s Office employees before an employee may apply for a purchasing card.

The employee must request an application form from the department head and complete the cardholder information section. The application is then returned to the department head who will fill out the necessary information regarding credit limits and other card controls. The department head will then forward the application to the President’s Office ProCard Manager for processing. All complete applications should be submitted to the ProCard Manager’s inbox at TravelandProCard_Inquiry@umassp.edu.

All applicants must attend cardholder training prior to receiving their ProCard. At any time, a cardholder or supervisor may request a re-training session with the ProCard Manager. Before receiving a ProCard, all applicants must sign and return a Cardholder Agreement Form, which reviews the related business policies and guidelines and confirms the applicant’s attendance at ProCard training.
Once a complete application is submitted to the ProCard Manager, the process to receive a card may take 2-4 weeks. Citibank will initiate a new card for the applicant and send directly to the ProCard Manager. The ProCard Manager will distribute all new ProCards once received and training is complete.

ProCards are renewed every two years. The renewal card will be sent directly to the ProCard Manager 30 days prior to the expiration date on the card. At this time, all cardholders are required to attend a “refresher” training and return a signed updated Cardholder agreement. All expired cards should be returned to the ProCard Manager.

5. CARDHOLDER RESPONSIBILITIES

ProCards are issued for the exclusive use of specific individuals. The cardholder who authorizes another University employee to use the card should understand that he or she is still responsible for all charges to the card and must ensure that the card is not used inappropriately.

Allowable charges incurred on the ProCard are a University liability. It is the cardholder’s responsibilities to ensure their ProCard is safeguarded from loss, theft or misuse. This means the card should be carried on one’s person or locked in a secure location when not in use. Cardholders should be able to easily distinguish the University’s ProCard from personal cards.

All incorrect charges or product returns must be resolved promptly with the action taken recorded in the comments section of the transaction log. Cardholders must not receive cash back for returns or exchanges. Returns or exchanges must be credited to the ProCard account, though a reimbursement check made out to the University of Massachusetts will be accepted in some cases.

If a problem arises with a transaction that the cardholder is unable to resolve directly with the vendor or if an error appears on your monthly statement, please contact the ProCard Manager as soon as possible. Cardholders must report a lost or stolen card immediately to both Citibank 1-800-248-4553 and the ProCard Manager. (Refer to the lost or stolen card section of this user guide)

Cardholders are responsible for submitting all relevant receipts for all ProCard purchases. These receipts are to be submitted with the cardholder’s monthly reconciliation and will be subject to review and audit. Other supporting documentation may be required depending on the type of transaction. For food purchased for University functions, an approved Business Entertainment Expense Form is required. For travel expenses, an approved Travel Authorization Form is required.

If a receipt is lost, the cardholder must make every possible attempt to contact the vendor and obtain a copy. If a copy cannot be obtained, a Missing Receipt Affidavit may be filled out as the absolute last resort. All Missing Receipt Affidavits must be signed by the cardholder and
A Missing Receipt Affidavit is required for each line item for which a corresponding required receipt is missing. Excessive use of the Missing Receipt Affidavit will result in the termination of the cardholder’s ProCard.

Refer to the form located at: https://www.umassp.edu/sites/umassp.edu/files/Missing%20receipt%20affidavit%203_24_2016.pdf

Purchases made for the University are exempt from MA state sales tax and it is the cardholder’s responsibility to ensure that MA state sales tax is not charged. The University’s tax-exempt number is printed on the front of the card and a copy of the University’s tax-exempt certificate will be included in the cardholder’s information packet when receiving the ProCard.

It is the supervisor’s responsibility to confirm all transactions are allowable, legitimate business expenses. The supervisor should also confirm there is no MA state sales tax being charged to the University. When signing the cardholder’s monthly transaction log prior to the submission to the ProCard manager, the supervisor is confirming he/she has performed a thorough review and all transactions are in accordance with the ProCard User Guide. Questions on expenses should be discussed with the cardholder prior to the supervisor’s signature on the monthly transaction log. If the supervisor determines the cardholder has misused the ProCard, the supervisor should alert the ProCard Manager immediately.

When separating from the University or changing department, cardholders must return their cards to their supervisor. It is the supervisor’s responsibility to notify the ProCard Manager when an account needs to be closed due to the termination, departure of an employee, decision by supervisor to revoke card or any other reason.

6. **RESTRICTED COMMODITIES**

The following restricted items *may not be purchased* using the ProCard:

- Alcoholic beverages, unless preapproved. As a reminder, alcoholic beverages are not allowed to be charged to grants.
- Animals
- Anything prohibited by State or University policy
- Buyways catalog vendors (any vendor that has a catalog punch out in Buyways)
- Carpet
- Cash advances of any type
- Cell phone bills (except for pre-paid iPad data plans and Sprint)
- Construction, renovations, consultants
- All contractual agreements
- Equipment $5,000 and above
- Flowers (must contact HR for approval and purchasing of all flowers related to sympathy or illness)
- Gasoline for personal vehicle
• Gifts of any kind* or donations (Contact HR for memorial contributions in lieu of flowers and retirement gifts)
• Gift cards (exceptions for official recognition programs made with prior approval from the ProCard Manager and approval of Human Resources and for special programs with prior approval from the ProCard Manager)
• Insurance
• Lease and lease-purchases
• Moving services
• Office and laboratory furniture $5,000 and above
• Personal (non-business related) meals while on travel status
• Personal purchases
• Prescription drugs and controlled substances
• Radioactive and hazardous material
• Reimbursements
• Rentals (except vehicle rentals)
• Service contracts (exceptions can be made with prior approval)
• Split transactions
• Travel upgrades (i.e., business and first class seating, larger/more room seat fees, early bird check-in fees, or preferred seating fees)

*Marketing items given to conference attendees/presenters are considered gifts and any exceptions must be approved by the ProCard Manager prior to purchase.

7. **TYPICAL PURCHASES**

The following represents common *allowable* purchases for ProCards:
• Administrative supplies – refer to the Business Expense Policy for additional information
• Airline tickets
• Books
• Bottled water (for water coolers)
• Cleaning supplies
• Computer supplies
• Conference registrations
• Food for University functions
• Freight charges or postage
• Fuel for State car or rental for University business
• Institutional dues and memberships
• Lodging
• Maintenance items
• Non-capital equipment under $5000**
• Office supplies purchased from a vendor outside of BuyWays
• Printing expenses and supplies
• Reprints of journal articles
• Software
• Subscriptions sent to cardholder’s campus address
• Vehicle rental for University business

**Non-capital equipment (a cost of less than $5,000) may be purchased using a ProCard, with the approval of Department Head and ProCard Manager. The manager of the Desktop Group in UITS should be consulted before any laptops, desktops, tablets, netbooks, etc. are purchased. Equipment purchased with the ProCard is reallocated to the correct non-capital equipment expenditure account (741970 non-capital equipment and 741980 non-capital IT equipment). Since the asset will be fed into the Asset Management System, all receiving and relevant receipts must be forwarded to the Asset Manager within the Controller’s Office.

8. HOW TO ACTIVATE THE CARD

ProCards are required to be activated upon receipt from the ProCard Manager. Cardholders can either call Citibank directly using the number listed on the back of the card to activate or go online. Transactions will reject if the card is not activated prior to use. Cardholders will also need to create a pin number for the chip and pin card. Only a cardholder may retrieve this pin so the pin must be something the cardholder will remember. If the pin is forgotten, the cardholder must call the bank to have it reset.

9. HOW TO USE THE PURCHASING CARD

Prior to making a purchase, the cardholder must:
• Check the list of restricted items to ensure the purchase is for an allowable item
• Determine if the item can be purchased through contracted or Buyways vendor
• Be sure that the total amount of the purchase (including shipping) will not exceed the card’s applicable limit
• Be sure that there is sufficient budget available for the purchase
• Always let the vendor know that the cardholder is making a purchase for the University. This will make the vendor aware the purchase is eligible for any applicable discounts.
• Be sure to have any necessary authorization specific to the cardholder’s department to make the purchase.

Purchases in person:
• Cardholder should identify him/herself as a UMASS employee making a purchase on a ProCard
• Verify the contract price
• Emphasize the tax-exempt status of the University (some vendors may require a copy of tax exempt form)
• Obtain sales receipt or packing slip for Procard records
• Record purchases in monthly transaction log
• Attach receipts and invoice to transaction log

Purchases by phone, mail, or fax:
• Cardholder should identify him/herself as a UMASS employee making a purchase on a Procard
• Verify the contract price
• Emphasize tax-exempt status. If the vendor requires proof, send a copy of the University’s tax-exempt certificate included in the cardholder’s ProCard folder.
• Provide vendor with name, department, phone number, and delivery instructions
• Provide purchase card number and expiration date
• Confirm the total price of the order including shipping charges
• Request that receipts/invoices be sent with the order
• Obtain name of person taking the order
• Record purchase in monthly transaction log
• Inspect the order when it arrives to verify order accuracy, quality and price
• Attach all receipts to transaction log for reconciliation and audit purposes

10. SALES TAX EXEMPTION

The University is exempt from paying Massachusetts state sales tax, and, in most instances, from other states as well. It is the responsibility of the cardholder to ensure that sales tax is not charged when making a purchase with the ProCard.

The sales tax exemption number, which is printed on the front of the ProCard, must be given to the vendor at the time of the transaction to exempt sales tax. If a ProCard is charged tax, the cardholder is required to request a credit from the vendor as soon as the error is discovered. The cardholder is responsible for the follow-up until the vendor’s credit is received.

A copy of the University’s tax-exempt certificate will be included in the cardholder’s information packet and can be provided to a vendor upon request.

11. RECEIPTS

Each transaction is required to have a corresponding receipt. Receipts include the transaction’s proof of purchase (charge slips, cash register receipts, or packing slips that note the price paid). For subscriptions, a copy of the renewal notice or the initial subscription request may be used as a receipt.

Receipts must include the following information:
• Vendor name
• Description of item purchased
For meal receipts, the receipt that shows the details of the items that were purchased is required, not just the charge receipt showing the total cost.

12. RETURNING AN ITEM PURCHASED ON PROCARD

Cash refunds are prohibited, a check reimbursement from the vendor is acceptable in some cases. The check should be made out to the University of Massachusetts. The cardholder is responsible for ensuring receipt of materials and to follow-up with vendors to resolve any delivery problems, discrepancies or damaged goods.

Attach all return documentation to the monthly transaction log for reconciliation and audit purposes. Verify that the charge for the returned item does not appear on the monthly statement or that an offsetting credit has been posted to the statement.

13. DISPUTING A TRANSACTION

The cardholder is responsible for follow-up with the vendor in the event of erroneous charges, disputed items and returns within 15 days of receiving Citibank’s cardholder statement. Disputed billing can result from failure to receive goods, misuse, fraud, defective merchandise, duplicated charges, incorrect amounts or unprocessed credits. The vendor should always be contacted first in attempting to resolve disputes. If the issue cannot be resolved, cardholders should contact the ProCard Manager immediately with supporting documentation.

All disputed transactions must be submitted to the ProCard Manager’s inbox at TravelandProCard_Inquiry@umassp.edu within 60 days of the statement date on which the charge appeared.

14. RECORD KEEPING

The cardholder is responsible for maintaining and submitting a monthly transaction log. The monthly transaction log should include a printed copy of the statement at the cycle end (typically the 15th of the month) and includes all receipts, packing slips, credit card slips, and invoices. To obtain the statement, the cardholder must log into the Citimanager system as Citibank is paperless and statements are not distributed via mail. Monthly transaction logs are to be submitted to the ProCard Manager within 15 days of cycle end and are subject to audit. All logs are required to be signed by the cardholder and their supervisor. Remember monthly transaction
logs must be kept in a secure location as the ProCard number appears on the invoice and statements. Any discrepancies should be promptly rectified with “action taken” recorded in the comments section.

Monthly transaction logs and all required supporting documentation should be forwarded to the ProCard Manager’s inbox at TravelandProCard_Inquiry@umassp.edu or through interoffice mail. All transactions logs are subject to audit.

15. AUDITS

ProCard expenditures are subject to audit by internal or external auditors. The ProCard Auditor will review monthly transaction logs to ensure the cardholders and supervisors are following the ProCard User Guide as required. Any non-compliance noted by the ProCard Auditor will lead to the filing of a ProCard Incident Form with repercussions based on the frequency or severity of the non-compliance issue. All monthly transaction logs will be retained by the University Controller’s Office for a period of 3 years.

16. MISUSE OF THE PROCARD

The Board of Trustees has issued a Policy Statement on Fraudulent Financial Activities (Doc. T00-051, adopted August 2, 2000) available at:

https://www.umassp.edu/bot/policies/fraudulent-financial-activities-policy

Cardholders assume the responsibility for the protection and proper use of the ProCard. All purchases must comply with the University ProCard User’s Guide, Business Expense Guidelines and Travel Policies and Procedures Manual.

The following are a few specific examples of “misuse” of the ProCard:

Examples of personal misuse:
- Purchases made for the sole personal benefit of the employee
- Assignment or transfer of an individual’s card to another person
- Use of card to purchase restricted commodities, or for purchases that are inappropriate for the account charged

Examples of administrative misuse:
- Lack of proper and timely reconciliation of the individual cardholder’s account
- Failure to sign and date the ProCard Log
- Failure to forward the ProCard Log to supervisor for review
- Failure to respond to requests for more information on transactions from the ProCard Manager or ProCard Auditor
• Excessive use of the Missing Receipt Affadavit

ProCard activity is monitored by the ProCard Manager and the ProCard Auditor through the Citimanager tool, Peoplesoft, and review of ProCard logs and receipts. The consequences of misuse of the ProCard will be handled promptly and uniformly for all cardholders.

At times, cardholders may receive communications from the ProCard Manager or ProCard Auditor for clarification or for additional information related to transactions on a cardholder’s ProCard. The ProCard Manager has the duty to report potential misuse and non-compliance findings to the University Controller. The University Controller is bound by University policy to escalate the review of the findings to the University Internal Audit department, as appropriate. If the University Controller is the employee involved in the misuse, the ProCard Manager will report the misuse to the Senior Vice President for Administration and Finance (SVP A&F). If the SVP A&F is the employee involved in the misuse, the ProCard Manager will report the misuse to the Executive Vice President of the University.

17. CHARTFIELD STRINGS/ACCOUNTS

Use of the ProCard is restricted to non-appropriated chartfield strings. Purchases against state appropriations are strictly prohibited. Each card is for one account and one chartfield string.

• Administrative (EE) account is 736699

If a chartfield string is over-expended or inactive, the department has 15 days to notify the ProCard Manager’s inbox at TravelandProCard_Inquiry@umassp.edu with an alternate funding source. The default will only be used when the ProCard Manager is NOT notified within the 15 day time period.

A reallocation program has been implemented which requires expenditures to be reallocated by department staff. The reallocation of charges is done by departments with the appropriate permissions. Managers can request this access for an employee by sending an email to UMSOFinSecurity@umassp.edu with the employees:

• Name
• Emplid
• Last four of the cards they will be reallocating and the name of the cardholders.

18. CANCELLATION/REVOCATION OF CARDS

In the event that it becomes necessary to cancel a Procard, the cardholder must surrender the card to the department head who will cut the card in half and notify the ProCard Manager to close the account immediately.
The department head shall provide written notification to the ProCard Manager that the card is to be cancelled on a specific date along with an explanation why the card is being cancelled. The ProCard Manager will then close the account in the Citimanager system.

Reasons for cancellation and revocation include but are not limited to:
- Cardholder is no longer employed by department or University
- Cardholder goes on leave without pay
- Cardholder or department decides to discontinue participation in the program
- Purchasing restricted commodities
- Splitting transactions to avoid the single purchase limit
- Failure to use contracted or preferred vendors
- Failure to reconcile individual cardholder account or respond to requests for more information on transactions
- Using ProCard for purchases for personal use
- Exceeding cardholder limits or available budget
- Violation of other University purchase policies and guidelines
- Excessive use of the Missing Receipt Affidavit
- Failure to have sales tax removed promptly
- Citibank mandatory closure of card after 18 months of no activity

If a violation is believed to have occurred, a formal warning notification from the ProCard Manager will be issued. The user must respond with a corrective action within 7 days of receiving the warning. If the corrective action is not deemed appropriate or if the user is in further violation after the warning, the card will be subject to revocation.

19. LOST OR STOLEN CARDS

The cardholder must immediately report a lost or stolen card to Citibank at 1-800-248-4553. Representatives are available 24 hours a day, 7 days a week.

For any lost or stolen cards, the cardholder must also inform the ProCard Manager within 24 hours. Please contact the ProCard Manager by emailing TravelandProCard_Inquiry@umassp.edu directly. If the card has fraudulent charges, the bank will send the cardholder a form to begin a dispute of those charges. If the cardholder does not notify the bank as soon as possible, the University may be liable for any charges made.

20. FREQUENTLY ASKED QUESTIONS

Q. Will the bank do a personal credit check when a cardholder applies for a Procard?

A. No. Individual personal credit history will not be checked or affected when applying for or using the Procard because the University is liable for any charges incurred.
Q. How does a cardholder get the credit limit raised?

A. Once written approval from the cardholder’s supervisor is obtained, the request for an increased limit is forwarded to the ProCard Manager. The request should include any changes to monthly and single credit limits, transactions per day and transactions per month. Requests should include the start and end date of the raised limits.

Q. What if the Procard is declined?

A. There are usually five reasons why a purchase may be declined:
   • The card has reached its monthly spending limit.
   • The charge is over the single purchase credit limit.
   • The merchant entered the wrong expiration date.
   • The merchant entered the wrong CVC code.
   • The card is on a temporary fraud hold from the bank.

To find out exactly why the purchase was denied, the cardholder must contact the Citibank customer service department at the number listed on the back of the ProCard or contact the ProCard Manager.

Q. Can cardholders log into their accounts online?

A. Yes, if the cardholder registered with Citibank when he/she received the card, the cardholder can log into his/her account and view or print a statement. The website is https://home.cards.citidirect.com.

21. IMPORTANT PHONE NUMBERS/INBOXES

As referenced within the User Guide, please note the following contacts for all ProCard related topics:
   • Citibank – 1-800-248-4553; if calling from outside of the US - 904-954-7314
   • ProCard Manager or ProCard Auditor via Outlook inbox – TravelandProCard_Inquiry@umassp.edu

22. TRAVEL

Please refer to the President’s Office Travel & Reimbursement website located at: https://www.umassp.edu/employee-center/travel-reimbursement-overview

Please also make use of the UMass Travel Program: https://www.umassp.edu/travel
*Personal expenses that appear on an invoice for hotel charges must be paid for with traveler’s personal funds at time of check out. These charges may include, among other items, in-room movies and telephone charges over $20.00 per trip.*

Using the ProCard for Travel:

1. Out-of-state travel requires prior authorization from a department head or business manager. A travel authorization should be completed on-line and approved before any travel arrangements are made. The travel authorization number must be referenced on the ProCard log.

2. Meals incurred by an employee while on travel status cannot be charged to the ProCard. Meal expenses incurred while on travel status must be paid out of pocket by the employee and will be reimbursed by the filing of an expense report. Travel meals that are charged to the ProCard will not be considered valid expenses and the employee must reimburse the University for the total cost of such meals.

3. Receipts—Original receipts for ProCard transactions must be submitted with the ProCard transaction log. In order to capture all relevant information associated with an out-of-state trip, ProCard users must also scan and attach the ProCard receipts to the online expense report along with any receipts for reimbursable expenses. In addition, hotel bills, airfare or any other ProCard charges related to the trip must be entered on the expense report. “Paid via ProCard” must be selected for payment type and “ProCard” must be selected for billing type. In circumstances where a traveler is inadvertently reimbursed on a ProCard receipt, the reimbursement must be returned to the University within 30 days of discovering the error.

23. **INFORMATION FOR BUSINESS MANAGERS**

Each ProCard is initially set up with a speedtype designated by the department. In addition, the default account is 736699. **It is mandatory that all transactions be reallocated.**

Each transaction is reallocated to different accounts, depending on the transaction. For example, a transaction for an airline ticket would be reallocated to 737100, the appropriate account for out of state employee travel. Account changes are authorized by the University Controller’s Office and by designated ProCard reallocators appointed at the departmental level. Business managers may request reallocation permissions or changes in permissions by sending an email to UMSOFinSecurity@umassp.edu.

Speedtype changes are requested by the Business Manager for each department. These are requested in the "REALLOC CODE" field on the transaction log. If the transaction log is submitted before a transaction is final posted, meaning the transaction is still open and available for changes in Peoplesoft, the new speedtype will be changed on-line. If a transaction has already been final posted and a voucher has been created, a journal entry will be created to make the transfer.
The business manager for each department is responsible for ensuring that the transactions are posted to the proper speedtypes. These changes will be reflected on the monthly reports.

If reallocating to another department’s speedtype, prior approval from that department is required. Documentation of the prior approval should be submitted with the monthly ProCard logs.

24. BUYWAYS

UMASS BuyWays is a web-based application providing one-stop shopping for e-Procurement users at the University of Massachusetts. There are several vendors that have punch out catalogs in BuyWays. You may not use your ProCard to purchase from any of these vendors. You must use the BuyWays system to order from the catalog. Current BuyWays Catalog Vendors are, Apple, B&H, CDW-G, GovConnection, Dell, W.B. Mason and Home Depot. Other vendor catalogs will be added in the future so you should be sure to check the BuyWays website frequently.

25. AMAZON PURCHASES

The ProCard may be used to purchase products from Amazon.com that are not available from a BuyWays vendor or on an established contract, provided the purchase is in accordance with ProCard and University policies.

When a purchase is made through Amazon.com, it is possible to store the credit card number for future use. It is HIGHLY recommended that ProCard holders DO NOT do this. Some staff use their accounts for both UMass business purchasing as well as personal purchasing. The credit card used for the last purchase will be the default unless this function is overridden.

There have been instances where staff have made personal purchases that have been charged to their ProCard. This is a clear violation of ProCard policy. It is strongly recommended that employees hold one account for business purposes and a separate one for personal needs. An individual purchaser cannot use the University tax exempt certificate on file to avoid paying taxes on personal items. This is a violation of the University' tax exemption.

To apply for tax-exempt status for purchases on Amazon:

- Log in to Amazon.com
- Click on Your account
- Under SETTINGS: click on Amazon Tax Exemption Program
- Follow the instructions and upload tax exempt forms required

The ST-2 can be found at— www.umassp.edu website
The ST-5 can be found at— www.umassp.edu website
UMSO STATE VEHICLE ASSIGNED PROCARDS

Each UMSO state vehicle housed at the South Street, Shrewsbury location has an individual ProCard assigned to it under a single cardholder name. The cardholder is appointed by the Vice President and Treasurer. The cards are designated for use specific to the state car vehicle travel expenses including fuel, essential auto supplies (oil, windshield washer fluid etc.), parking fees and maintenance. University employees, in addition to the cardholder, will be authorized to use the ProCard only for the travel expenses specified above.

Responsibility of Use - An advance reservation for the state car must be made through the systems administrative office confirming the date, reason and destination for travel along with the start and time end for which the vehicle will be needed.

The ProCard must be signed out by the traveling University employee when picking up the card, and signed back in when returning the card. If the employee is picking up or dropping off the card from the administration services team during the designated business hours of 8:30-5:00, the employee is to sign the ‘Car and Procurement Log’ maintained at the administrative services desk.

If the ProCard is being picked up before or dropped off after the designated business hours of 8:30-5:00, the traveling University employee must obtain/relinquish the ProCard from/to a security officer at the front security desk located in the lobby of the South St., Shrewsbury location. It is the responsibility of the traveling University employee to complete the ‘After Hours Transfer Log’ retained at the front security desk to confirm the transfer of possession from or to a security officer. If a ProCard is being left with a security officer, the University employee must then e-mail the assigned cardholder at ‘UMSO Reception&Admin’ as soon as possible with notification that the card has been left in the possession of a security officer.

Should the ProCard be lost or stolen while in an employee’s possession, the employee must speak to either the ProCard Manager and/or the named cardholder to assure that the card is cancelled as soon as possible.

Record Keeping - It is the responsibility of the traveling University employee to obtain and submit a receipt for any expense incurred on the ProCard when signed out in their possession. If the card is being dropped off at the administrative services desk, the receipts can be submitted with the card. If the card is being dropped off at the security desk after business hours, it is the responsibility of the University employee to submit the receipts to the administrative services desk as soon as possible after their travel date.

If all attempts to obtain a receipt are unsuccessful, the traveling University employee must complete the designated Missing Receipt Affidavit. Both the traveling University employee and
their direct supervisor must sign the Affidavit before submitting it to the assigned cardholder for reconciliation of the expense.

The cardholder or designated individual is responsible for maintaining and submitting a monthly transaction log. The log should be completed for each purchase made on the ProCard and then reconciled against the statement at the end of the billing cycle. The logs, statement and supporting documentation must be reviewed and signed by the cardholder and the SVP A&F. The completed reconciliation should then be forwarded to the ProCard Manager.

The cardholder is responsible for adhering to all other ProCard program guidelines as identified in this User Guide.

27. UMASS CLUB

The following guidelines/procedures must be followed when using the Club:

- All individual Club memberships are an individual’s responsibility and the membership costs are not a business or reimbursable expense with exceptions made through the approval of the University President.
- If an employee uses the Club for legitimate official business use, the costs are reimbursable with proper documentation just as any business expense is reimbursable. Employees may utilize their ProCard for such expenses.
- Official events of the University may be directly billed by the UMass Club to the University and such invoices will be paid through the accounts payable or ProCard process. Scheduling of events may be done through the UMass Club (617) 287-3030.

As with all such guidelines/procedures, good judgement, quality and efficiency considerations should guide decisions on all business expenses.