

# 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

# RECHARGES

- **\*SEE JOANNE FOR ALL RECHARGES\***
- **Current recharges on campus:**
  - University Hotel
  - U Club
  - University Store
- **Additional recharges provided on 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**

# PROCARD

- ◉ 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](mailto: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](#).

# PROCARD (CONT.)

- ◉ 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,ect)

# REIMBURSEMENTS

## ◉ 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.