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TO:                         UMass Medical School Faculty & Staff

FROM:                  John C. Lindstedt, Executive Vice Chancellor, Administration & Finance

                               Marcy Culverwell, Associate Vice Chancellor, Administration & Finance

DATE:                   April 30, 2020

SUBJECT:             Monitoring and reducing spending

Financial Services needs your help to monitor and reduce spending through the end of fiscal year 2020 and review projected spending in fiscal year 2021.  We are implementing procedures to monitor all discretionary spending, including spending on conferences, business functions, consultants, travel, food, office furniture, memberships, dues, subscriptions and other lower priority expenses.

Department heads should review existing purchase orders, contracts, subscriptions and other planned spending and eliminate all non-essential commitments and encumbrances.  Detail for open purchase orders is available within the SUMMIT Finance dashboards.  Instructions for accessing information in SUMMIT are included below.

Expenses submitted for reimbursement should be limited to mission critical expenditures, regardless of amount.  They will be reviewed by department approvers prior to reimbursement through payroll.  “Mission critical” items include:

* Targeted efforts to generate significant external revenues (e.g. research, advancement, public health and other services).
* The move to and delivery of our on-line learning program.
* The academic success, health, well-being and safety of our students learning remotely.
* The maintenance of critical campus operations and functions, including support of clinical affiliates; the research enterprise; animal medicine; emergency management; and health and life safety.
* Response to the COVID crisis including supporting our clinical affiliates; partnering with the emergency response teams formed by the commonwealth; developing new research; and expanding manufacturing efforts in response to critical needs.

If you have any questions, please contact [Marcy.Culverwell@umassmed.edu](mailto:Marcy.Culverwell@umassmed.edu) or 508-856 4337.

Detail for Open Purchase Orders is available within users SUMMIT Finance dashboards.  We are asking departments to review their open Purchase orders and determine if any can be closed.

**Procurement Summary – Open PO Lines report**. This report includes PO#, PO Dollar Amount, disencumbered amount, vouchered amount and remaining balance amount. Please review this report and close those Purchase Orders that do not meet the “Mission Critical” criteria and do not have an outstanding invoice.

**How to find the Procurement Summary – Open PO Lines report**

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* **FDM: Academic Admin Worcester** and **FDM Department Admin Worcester**

The report is located on each activity page (Sponsored Activity, Fund Balance Activity, Budget Balance Activity and Non-Sponsored Project Activity). The report will display Purchase Orders for the activity page based upon the filter criteria chosen on the top of the page. Leave the filter criteria set to “select values” to return all activity for that funding type.

* **FDM: CWM Management**

The report is located on the CWM Operations, JP/NB Operations, Fund Balance and Sponsored Activity pages. The report will display Purchase Orders for the activity page based upon the filter criteria chosen on the top of the page. Leave the filter criteria set to “select values” to return all activity for that funding type.

**How to close a Purchase Order?**

[**Instructions for closing a Purchase Order can be found on the UPST website.**](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fumassp.my.salesforce.com%2Fsfc%2Fp%2F%236A000001Wo9s%2Fa%2F3s000000PYvy%2FMAiOxLbq1wsDKPoqmTz9IgvdMRzclTbru.e3gDbBQbE&data=02%7C01%7CJessica.Powers%40umassmed.edu%7Cc8f537b5e22647852b0608d7ed231b30%7Cee9155fe2da34378a6c44405faf57b2e%7C0%7C0%7C637238607364469379&sdata=3AwbYFnmeqFuO%2F0ksk7C70H%2FFVO5Zg0TzsufN8xNxe8%3D&reserved=0)