



UNIVERSITY OF MASSACHUSETTS
AT AMHERST

Office of the Vice Chancellor
for Administration and Finance

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Director
Auxiliary Services
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March 4, 1991

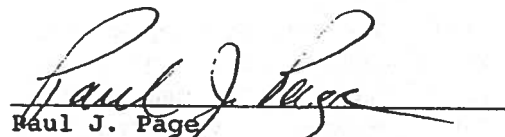
MEMORANDUM FOR: Deans, Directors, and Department Heads

SUBJECT: Amherst Campus Providers of Goods and Services Policy

The attached policy re: Providers of Goods and Services on the Amherst Campus was approved by the campus Vice Chancellors at their meeting of February 28, 1991.

As stated in the policy, authorization for campus organizations and departments to establish themselves as providers of goods and services, with the ability to recharge other campus units, must be obtained through the annual state or revenue based budget processes, conducted by the campus Budget Office. This will become effective in FY92 with the budget processes for state and revenue based budgets, commencing this spring.

The section of the policy addressing authorization for cash sales will become effective April 1, 1991.


Paul J. Page
Vice Chancellor for
Administration and Finance

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cc: Vice Chancellors

AMHERST CAMPUS PROVIDERS OF GOODS AND SERVICES POLICY

There are a number of service departments on the Amherst Campus which support the University's academic mission, the quality of student life, or the day-to-day business and administrative functions. In all cases, they are recognized through a campus budget approval process, either by way of the state operating budget, or by the Board of Trustees for those relying on non-appropriated funds. They are a part of the operational fabric of the campus, with specific organizational oversight to ensure quality and timeliness. If these departments do not provide an acceptable level of service or product, there is a recognized university official whom users can contact for redress.

In order to avoid counter productive in-house competition and provide the campus community with reasonable controls that will insure the stability and reliability of the goods and services they receive, it is the policy of the Amherst campus to allow only authorized organizations (student or other) and departments, such as campus service and auxiliary enterprise departments, to market goods and services on the campus.

Authorization for campus organizations or departments to establish themselves as providers of goods or services, with the ability to recharge other campus units, must be obtained through the annual state or revenue based trust fund budget processes, conducted by the campus Budget Office. The campus Controller's Office will disallow inter-account transactions involving unauthorized enterprises.

Further, the Amherst campus also provides a lucrative cash sales market for firms, clubs or individuals, and such cash sales to students, staff and visitors to the campus must be closely monitored. As a state institution, we must be concerned that all vendors operate in a manner and sell products which are appropriate and meet standards which preclude issues of health, safety and campus liability.

Therefore, if the sponsoring organization is a Recognized Student Organization, authorization to vend must be obtained from the Director of Student Activities. All other sponsoring groups, organizations, clubs or individuals must obtain authorization from the Director of Auxiliary Services before offering goods or services for sale on the Amherst Campus.