Introduction
These protocols are now in effect for CAFE and all of its units (Agricultural Experiment Station, Cranberry Station, Extension, four UMass research and education farms (with exceptions noted below), and the Water Resources Research Center). Purchases of any kind by CAFE units or staff are expected to follow the procedures outlined here. The purpose of these protocols is two-fold: to reduce and limit spending to only essential needs during this crisis and to meet the requirements and expectations of our parent units, the College of Natural Sciences and the larger University.

About the Purchasing Process
All purchases—no matter what method is used for procurement—must be proposed in advance, reviewed, and approved (in writing) before the purchase can be made. Once approved, normal purchasing procedures should be followed. Purchases without appropriate approval may reflect negatively on the purchaser’s work record. We understand that this process will add time to the purchasing procedure and the parties at each step will do their utmost to keep things running as quickly as realistically possible. Purchasers should allow more time for this procedure than they would for purchasing in ordinary times. If the purchase is being made with a ProCard that belongs to someone else besides the purchaser, the form should be filled out and submitted by the actual purchaser, not the ProCard holder.

Steps for Requesting Approval
1. Begin by completing the PDF form called “CAFE PurchaseReq.” When you save it, please change the name of the document by adding “YOURLASTNAMEDATESUBMITTED: to the front of the file’s name. After you fill it out, go to DocuSign (docusign.com) and log in using your UMass NetID and password. It is critical that you use your NetID and password only. Then, within Docusign, create an’ envelope’. In Docusign you address the envelope to the director of your unit or program, using their email address in the form of NetID@umass.edu. You also enter a second address to me (as josephs@umass.edu), then a third address to Peter Holden (as plholden@umass.edu) and specify that signing order.
2. The director will review it to ensure that it meets relevant criteria and that funding is available for it and will then sign the form using DocuSign. Then it will be automatically sent to me by DocuSign and after I approve it on Jody’s behalf, it will be automatically sent to Peter Holden by DocuSign. After the approves it, DocuSign will automatically send it to the Purchaser, with a copy to me.
3. Then you should proceed with your normal purchasing process, providing a copy of the approved form to whoever creates your Purchase Order or whomever’s ProCard is being used. The Procard holder should save a copy of the approved form.

If the purchase is not approved at the first step, the program or unit director will inform the purchaser. If it is not approved at either of the following steps, the CAFE Director’s Office will inform the purchaser.

Criteria for Acceptable Purchasing
1. Purchase must meet a critical need to support one of these three:
   • Ongoing operations and/or maintenance of facilities
   • Ongoing operations of outreach and research programs
   • Ongoing support for research facilities, equipment or biological materials.
2. Purchase is needed at this time and should not be delayed.
3. Consideration must be made of substitute means of filling need, other than this purchase, and should be taken advantage of, if possible and appropriate.

**Pre-approvals**

There are very limited exceptions to the requirement to justify and review each individual purchase. These include the following:

- *selected purchases* for the four CAFE-managed farms and the Cranberry Station. The exceptions are: 1) animal feed and medication; and 2) essential farm operational purchases (such as fencing supplies, animal bedding, agricultural chemicals, and reoccurring charges).
- *travel costs* for two groups of staff:
  - the very limited number of Extension Agriculture and Cranberry Station staff who have been approved as BOTH “onsite-essential” and permitted to visit non-University farms in accordance with the protocols approved by the Vice Chancellor for Research and Engagement.
  - The staff of the four farms and the farm manager and staff of the Cranberry Station who have been classified “onsite-essential” to work at their specific farms to maintain operations of the facility and the safety of livestock and research projects.

These staff must provide estimates in advance on a monthly basis of their expected travel for the following month, which will be reviewed and approved at the CAFE Director’s level.

**Questions?**

Please contact Joe Shoenfeld, CAFE Associate Director for Operations and Communications at shoenfeld@cns.umass.edu or Kathleen Geary, CAFE Assistant Director for Administration, kmgeary@umass.edu.

**Notes**

1. Docusign is the system of verified secure signatures on electronic documents that has been adopted as the standard solution for UMass. If you do not have a Docusign account, you can get one through a simple process:
   - To activate your new DocuSign account, go to: https://account.docusign.com/
   - On the first screen, enter your email address in the format "NetID@umass.edu" and click Continue.
   For more information on Docusign, go to https://www.umass.edu/it/node/9307 .

2. Unit and Program reviewers are (with correct NetID@umass.edu addresses to be used in DocuSign)
   - Extension Agriculture Program: Clem Clay, wclay@umass.edu
   - Extension 4-H Youth Development Program: Linda Horn, lrhorn@umass.edu
   - Extension Nutrition Education Program: Lisa Sullivan-Werner, lwerner@umass.edu
   - Clean Energy Extension: Dwayne Breger, dbreger@umass.edu
   - Cranberry Station: Hilary Sandler, hsandler@umass.edu
   - Water Resources Research Center: MF Hatte, mfhatte@umass.edu
   - Four CAFE-managed farms: Bob Skalbite, rskalbit@umass.edu

3. Staff and faculty in this category currently include Sonia Schloemann, Jon Clements, Elizabeth Garofalo, Genevieve Higgins, Nick Brazee, Hilary Sandler, Marty Sylvia.

4. In DocuSign, I am josephs@umass.edu

Joe Shoenfeld, 5/15/2020