



New Procurement Card Updates!

Announced at last month's [Deep Dive presentation](#), Procurement Services has created new and updated Procurement Card Policies, Procedures, Forms, & Training Resources.

New Procurement Card Policies and Procedures

Procurement Services is excited to present a new and updated [Procurement Card \(P-Card\) Policies & Procedures Manual](#) to campus.

The new manual has been updated to reflect the many changes that came with the UMB Card Processor conversion in late March and has been condensed for easier reading.

Some key changes in the manual include:

- Annual P-Card Training for all cardholders
- Travel cards will now have single transaction limit of \$9,999
- P-Card Violation Notification Form and Reimbursement Process
- International suppliers allowed on P-Cards without needing to contact Procurement Services
- Fraud alerts directly to the cardholder

New Procurement Violation Notification – Form & Process

Procurement Services, Accounting, Office of Sponsored Programs, and Senior Administration have been working hard to update the P-Card reimbursement of funds process.

The new [Procurement Card Violation Notification form](#) will take the place of the P-Card reimbursement of funds form. The new form will document the P-Card violation, include explanation of the occurrence and plans to mitigate the occurrence in the future. The cardholder and their approval authority (Department Head, Director, Dean, AVP, VP, or President) will need to sign the form acknowledging the notification.

Starting 6/16/23, these forms should no longer be sent to the Accounting Office for review. The new form will be emailed to Procurement Services where Procurement Services will determine if a reimbursement to UW is necessary and what the next steps are for the cardholder.

ACH reimbursements to UW will still be completed using the [Reimbursement of ACH funds form](#).

The step-by-step process for the new P-Card Violation Notification form can be found in the [Procurement Card Violation and Reimbursement Process DAPP](#).

Updated Procurement Card Forms – Agreements & Missing/Substitute Receipt Form

All three P-Card agreements (individual, department, and travel) have been updated and Procurement Services will now accept electronic signatures on all three agreements. All agreements can be found on the [Financial Affairs Forms webpage](#).

- As a note, P-Card agreements are valid as long as all information on the form is current. If any changes have occurred (transferred departments, approval authority has changed, permanent limits have changed, etc.), a new agreement must be completed.

The Missing/Substitute Receipt form has also been updated. The form will now ask the cardholder to provide an explanation of why a receipt is not available, describe the steps taken to obtain a duplicate receipt, include a business purpose of the purchase and itemized description on what was purchased. This updated form can also be found on the [Financial Affairs Forms webpage](#)

Updated Procurement Card Forms – Agreements & Missing/Substitute Receipt Form

Procurement & Payment Services has developed two new P-Card Training Resources for campus: Both resources can be found under the [Financial Affairs Policies and Reference Materials webpage](#)

- Know Before you Go – Traveling with your UW P-Card

P-Card misuse commonly happens while individuals are on travel status. This is a one-page resource explains what is allowed on a UW P-Card while an individual is on a travel status, as well as standard P-Card limitations.

- Department Card Training for Individuals Checking Out the Card

Coordinators of department cards should provide a short training to any individual checking out the department card as normally these individuals have not taken P-Card training. This two-page resource will help streamline a quick training to individuals. It explains common allowable and prohibited purchases as well as step-by-step instructions on how to make a purchase

UW Procurement & Payment Resources

- [Procurement & Payment Services website](#)
- [Policies and Reference Materials](#)
- [Forms](#)

Contact Information

Procurement & Payment Services
Department 3605
1000 East University Avenue
Merica Hall, Room 115
Laramie, WY 82071

Phone: (307) 766-5233
Procurement Services Email: procurement-card@uwyo.edu
Payment Services Email: accounts-payable@uwyo.edu
Website: uwyo.edu/procurement