

The department card is issued to an internal department (i.e., business unit) rather than a specific cardholder. The card will be checked out to an UW employee or student who does not have their own individual procurement card.

Purchase Limitations

The monthly credit limit on a department card is \$7500 and per transaction limit is \$4999. There is no daily limit on any UW P-Cards. If your purchase is outside of these limits, please contact your department's financial representative to begin the requisition/purchase order process.

Purchases have no foreign restrictions. Department cards are opened up to all international suppliers.

Department cards **cannot** be used for travel expenses which includes lodging/hotel, airline, and car rentals. Please contact your department's financial representative to use the Travel (Ghost) Card.

Common allowable purchases (not exhaustive) on department cards are:

- Office Supplies
- Books
- Commercial printing
- Equipment
- Memberships
- Novelties
- Photocopying
- Publication charges
- Business Event - Departments needing to provide food for employee business events must fill out [“Hosting or Business Event Documentation Form”](#) for each event
 - **Tiping for Business or Hosting Events cannot exceed 20%**
- Hosting expenses for recruits and speakers (meals) - Departments needing to provide food for hosting events must fill out [“Hosting or Business Event Documentation Form”](#) for each event
 - **Tiping for Business or Hosting Events cannot exceed 20%**

Common prohibited purchases (not exhaustive) on department cards include:

- Travel expenses including lodging/hotel, airline, and car rentals
- Alcoholic beverages
- Awards, gifts, & donations
- Computers
 - The University of Wyoming has a strategic contract with CDW-G for computers and should only be made through WyoCloud. IT has approved the devices available from CDW-G based on the value to the university and their ability to support them. Computer accessories, such monitors, and keyboards, can be purchased from other suppliers. Apple products must be bought from the University Store through an IDT.
 - Requests for exceptions can be made by sending an email to userhelp@uwyo.edu which will generate a ticket for IT staff to review.
- Fines, late fees, and penalties
- Honorariums
- Sponsorships
- Meals and incidentals expenses for employee travel
- Personal items – Clothing & apparel, sunscreen, toiletries, sundries, groceries, etc.
- Contracted/professional services
- Campus Purchases (Transportation & Parking, Fine Arts Ticket Office, University Bookstore, Cashier Office, etc.) – Must use an IDT

Making a Purchase

Making a purchase with the department card differs from making a purchase with a personal credit card. You must obtain documentation (an itemized receipt) for every purchase you make on the department card and turn in the documentation to your department card coordinators. The steps in making a purchase with the department card are:

1. Identify a business need/purpose for goods and/or services.
2. Check as many sources of supply as is reasonable to assure best price, delivery, and compliance with policy and procedures. Procurement Services is available to assist with pricing of products. Once a source and price are confirmed, you are free to make the purchase using the department card.
3. Inform the supplier you are making the purchase for the University of Wyoming to obtain discounted pricing and tax-exempt status when available. The supplier may request a tax-exempt certificate which can be downloaded from [the Financial Affairs](#) website.
 - a. The university is tax-exempt throughout the State of Wyoming, as well as a handful of other states. When making a purchase tell the supplier that the university is tax-exempt – they may or may not honor our tax-exempt status.
4. Provide the card or card number (for phone or internet orders).
5. Inform the supplier that you will need an itemized receipt.
 - a. The total price paid must be part of the documentation, as well as an itemized account of what was purchased.
 - b. If making a purchase from a website, the e-mail confirmation that you receive is your itemized receipt.
6. It is extremely important that the materials or goods are sent to the cardholder ordering the merchandise. Please use the following example for shipping goods to campus.

Department Name (required)

Individual Name (optional)

16 and Gibbon (required)

Laramie WY 82071 (required)

7. Turn in documentation for purchase to department card coordinators and check the department card back in.