



# PROCUREMENT CARD POLICIES AND PROCEDURES

*Revised February 2022*

For questions please contact:

[procurement-card@uwyo.edu](mailto:procurement-card@uwyo.edu)

Procurement Services Main Office

307-766-5233

# Table of Contents

<b>SECTION</b>	<b>PAGE</b>
<b>INTRODUCTION</b>	<b>1</b>
<b>A. About the Procurement Card</b>	<b>2</b>
<b>B. Definitions</b>	<b>3</b>
<b>C. Ethics</b>	<b>4</b>
<b>D. Purchase Limitations</b>	<b>5</b>
<b>E. Prohibited Uses</b>	<b>7</b>
<b>F. Allowed Uses</b>	<b>8</b>
<b>G. Travel Expenses</b>	<b>10</b>
<b>H. Supplier Selection</b>	<b>12</b>
<b>I. Making a Purchase</b>	<b>13</b>
<b>J. Documentation and Receipts</b>	<b>14</b>
<b>K. Receiving and Returning Purchases</b>	<b>14</b>
<b>L. Electronic Monthly Statement</b>	<b>15</b>
<b>M. How and When to Use the Substitute Receipt/Dispute Form</b>	<b>16</b>
<b>N. Transaction Processing and Month-end Procedures</b>	<b>17</b>
<b>O. Responsibilities of Individual Units</b>	<b>17</b>
<b>P. Cardholders Beware</b>	<b>18</b>
<b>Q. Canceling a Procurement Card</b>	<b>19</b>
<b>R. Card Misuse and Sanctions</b>	<b>21</b>
<b>S. Contacts and Next Steps</b>	<b>22</b>
<b>ADDENDUM I - Rental Vehicle Insurance</b>	<b>24</b>
<b>ADDENDUM II - Fleet Services Repairs</b>	<b>26</b>
<b>SAMPLE FORM – Cardholder Agreement</b>	<b>27</b>
<b>SAMPLE FORM – Procurement Card Log</b>	<b>29</b>
<b>SAMPLE FORM – Hosting or Business Event Documentation Form</b>	<b>30</b>
<b>SAMPLE FORM – Substitute Receipt Form</b>	<b>31</b>
<b>SAMPLE FORM - Dispute Form</b>	<b>32</b>

The Program Administrators for the Visa Procurement Card are in Procurement Services. They are:

- Robert Skylar Thimens, Director, Strategic Sourcing and Procurement
- Kelly Wooden, Senior Project Manager
- Trinidad Padilla, Project Manager
- Melody Nottage, Senior Buyer

Assistant Program Managers:

- Justin Meyer, Procurement Specialist
- Kelsey Jo Johns, Procurement Specialist

Cardholders are encouraged to contact the above Program Administrators at the following e-mail address, [procurement-card@uwyo.edu](mailto:procurement-card@uwyo.edu), for all questions and requests. Using this e-mail address will ensure faster response to your inquiry.

### **Welcome to the University of Wyoming Procurement Card Program!**

The privilege and convenience of having a University of Wyoming procurement card carries with it a great responsibility. The policies and procedures in this manual will help you:

1. Understand the benefits of the procurement card.
2. Use the card in the prescribed manner.
3. Eliminate errors in documentation and reconciliation.
4. Learn and understand the procurement card policies and procedures.

All department heads must complete the procurement card training program as well as the new cardholder.

All forms referenced throughout this manual can be found on the Financial Affairs website in the [forms](#) and [policies and reference materials](#) subsections.

### **Benefits of Using the Procurement Card**

Use of the University of Wyoming procurement card is beneficial to cardholders, their departments, and suppliers – following is a list of some of the benefits:

- Reduced paperwork for small dollar purchases – reduced purchase orders, expense reports and payment vouchers.
- Cost savings – purchasing process costs reduced for small dollar purchases.
- Consolidated payment to the bank vs. multiple payments to suppliers.
- More timely payments to suppliers.
- Faster receipt of goods and services.

### **Check Your Knowledge**

This procurement card policies and procedures manual is divided into twenty sections. Each section contains important information about procurement card use. At the end of each section, there are some questions to help you check your knowledge. If you are not sure of your answers to the questions, reread the section and retry the questions.

## A. About the Procurement Card

The University of Wyoming procurement card is a VISA credit card used only for university business. Purchases made with this card must be in accordance with federal, state and university statutes, regulations, policies, and procedures as well as the procedures outlined in this manual. The procurement card helps to facilitate a more expedient procedure for purchasing goods for departments. The procurement card is intended to be used as an additional method for the purchase of goods, not as a replacement for purchase orders.

The University of Wyoming procurement card allows the authorized cardholder to make purchases for their department by directly interacting with suppliers both inside and outside the university. The University of Wyoming has an agreement with UMB Bank to manage the dispersal of payments to suppliers. UMB is referred to as “the bank” in this manual.

A procurement card may be issued to a university employee (individual faculty, staff, or graduate student). An individual must request a card through his or her department. If the department head believes that it is appropriate for that individual to have a card, a completed [Procurement Cardholder Agreement](#) form will be submitted and must be approved by the department head. By signing the agreement, the department head is authorizing the cardholder to make purchases on behalf of their department and the university. The agreement form is then forwarded to a Program Administrator for approval. After the individual completes the training program, and signs the cardholder agreement, a Program Administrator or designee will issue the card to the individual cardholder.

Procurement cards are issued in the name of authorized individuals. The card will state the employee’s name as well as their department name. Although the procurement card is issued in the name of a single individual:

1. The card has no effect on the individual's personal credit rating.
- 2. Personal purchases are not allowed on the procurement card.**

The procurement card is valid for four years and will automatically be renewed by the bank and sent to the cardholder within their department.

### *Check yourself*

- May the procurement card be used to make personal purchases if proper reimbursement is made to the university?
- Who needs to approve the issuance of the procurement card?
- Is the University of Wyoming procurement card a debit card, credit card, or special government purchasing card?
- Does procurement card activity affect your personal credit rating?

### *Travel Card*

Each department may have one central travel card in the name of the department that can be used to pay for certain employee expenses. The [Travel Procurement Card Agreement](#) form is a separate form that needs to be filled out by the person who has been designated as the Travel Manager for the department. The card is a phantom (ghost) card, meaning there is no physical card, only a number. Individuals are not permitted to have a travel card even if their primary job is traveling. The travel card is only used to purchase airline, shuttle, bus, and train tickets and to reserve and pay for hotel rooms for official university travel. Hotel charges are limited to lodging expenses (room and tax), and may include business related phone charges, internet, and parking (any other incidentals are not allowed). In the State of Wyoming, University of Wyoming is exempt from paying

sales and lodging taxes. This information should be provided when procuring a room. It is highly recommended that the travel manager, as well as one other individual in the department, hold the information concerning the card. The travel manager is responsible for the validity of the charges on the card and could potentially lose this control if the number is given out to others.

Individuals making hotel reservations are encouraged to speak to a manager or hotel sales manager to ensure that a ghost travel card will be accepted. In addition, at the request of the department, a Program Administrator will provide an authorization letter to the hotel. The letter will indicate the traveler's name and check-in and check-out dates. Letters are created on a case-by-case basis. Please send requests to the [procurement-card@uwyo.edu](mailto:procurement-card@uwyo.edu) e-mail address.

The travel card can be used to purchase employee airline tickets. It can be used at travel agencies as well as internet travel sites.

### *Check yourself*

- Under what conditions can you pay for meals with the individual procurement card?
- What parts of employee travel and conference attendance can be paid for with either the individual procurement card or travel card?
- In what name is the travel card issued?

### *Department Card*

The intent of the department card is to provide departments with another p-card payment option that can be checked out to department staff who do not have their own individual procurement card. They are primarily used for purchasing goods/services on behalf of the department, such as groceries, office supplies, hardware stores, etc. The card will be in the name of the department, with the Procurement Department assisting in choosing a name for the card. The department card agreement is available in the same location as the Travel Card agreement, [under Procurement and Payment Services>Procurement Card Forms](#). Completed forms can be sent to [procurement-card@uwyo.edu](mailto:procurement-card@uwyo.edu).

The same rules/limits for a regular individual procurement card apply to a department card, **EXCEPT:**

1. The card cannot be used to pay for airline tickets, hotels, or rental cars.
2. Department cards will not be opened for temporary allowance to purchase items not normally allowed.
3. Department cards cannot be used to pay for recruit lodging.

Each department card can have up to three coordinators, one of which will be assigned to reconcile charges for the card in WyoCloud. Each card coordinator will need to have gone through the procurement card training and is ultimately responsible for the safekeeping of the card, as well checking out the card to authorized individuals. Department cards need to be kept in a safe place (something behind a lock) and **are not to be given to non-UW personnel to make purchases**. Most of the individuals that will use the card haven't been to training and the coordinators need to know exactly what they are buying, approximate cost, where they are going, and how long they will be gone. The coordinators will be responsible for explaining the use of the card to the person checking out the card. The coordinator needs to let the person checking out the card know that:

1. Any unauthorized or personal purchases are the responsibility of the person checking out the card and should never be put on the department card.
2. The person is responsible for obtaining itemized receipts and bringing them back with the card.
3. What they can and can't buy. Upfront knowledge of what they will be buying is a MUST.
4. When they are expected back with the card and receipts. Some departments are putting a time limit on how long a card can be checked out (it is not recommended that the card be checked out overnight). The card shouldn't be signed out for a long duration.
5. They must have a UW ID if they are asked to provide it.

A brief training by the coordinators for those that are going to use the card is highly encouraged. Further detailed information will be given out with the department card upon its creation.

*Check yourself*

- When can non-UW employees check out and use a department card?
- Should department cards be used for travel?
- Whose responsibility is it if there is misuse on the card by someone it is checked out to?

## B. Definitions

Department Head	Approval authority which includes President, Vice President, Dean, Director and Department Head.
Procurement Card (P-Card)	A credit card issued to an employee in their name; the card has limitations of dollars and of suppliers.
Cardholder	University employee who has been issued a procurement card and who is authorized to make purchases in accordance with these procedures.
Statement Period	Date of statement cut-off; see Outline of Monthly Activity
Chartfield Coding	Charge Accounts will be populated based on the default tied to the individual through HRMS
Single Purchase Limit	A dollar amount limitation of procurement authority delegated to a cardholder for one purchase.
Monthly Limit	A dollar limit per month established for each cardholder.
Hosting or Business Event Documentation Form	Detail support of business event to be attached to Procurement Card Log.
WyoCloud	The financial system where p-card transactions will be loaded into the expense module.
Expense Report	Report created within WyoCloud which includes an individual's expense items (including p-card transactions).
Program Administrator	Procurement Services Manager or designee.
Requisitioner	A university employee who has a need for materials or goods that can only be fulfilled by a supplier
Summary Statement	The monthly listing of all Cardholder transactions, issued by UMB Bank.
Transaction	The act of making a purchase with the procurement card.
Travel Card	A credit card issued in the department name. Used to pay for airline, shuttle, bus, and train tickets and for reserving and paying for hotel rooms for official university travel.
Supplier	A company from which a Cardholder is purchasing materials or goods.
UMB Bank	Procurement card provider.
Department Card	A credit card issued in the department name that can be checked out by people without an individual p-card of their own. Best used for local runs to grocery stores, office supply stores, etc. Cannot be used for travel.

## C. Ethics

Cardholders are agents of the university. Therefore, cardholders must always consider the procurement card objectives and follow the policies of the university when making purchase decisions. All purchases should be made in the best interests of the University of Wyoming, the cardholder's college or administrative area, and the cardholder's department or unit.

***Cardholders are responsible for their own actions and cannot claim that they were ignorant of the rules or someone else in their department or the university insisted that they bend the rules.***

Cardholders must not receive personal gain from use of the card. For example, a cardholder cannot accept a discount for a personal purchase from a supplier that is being offered because the University of Wyoming uses a procurement card to purchase items from that supplier.

**Personal purchases are not allowed on the procurement card.** An individual cannot reimburse the university for such purchases. If a personal purchase is made (inadvertently or otherwise) on the procurement card, it is the cardholder's responsibility to obtain a credit from the supplier and make payment with another means. This correction should be done as quickly as feasibly possible.

***Good judgment is always the expectation and requirement.***

*Check yourself*

- Is it permissible to make a personal purchase on the card if the university is properly reimbursed by the cardholder?
- Is it okay to take discount coupons from a supplier that you can use later for personal purchases?
- Who is responsible for proper use of the procurement card?

## D. Purchase Limitations

There must be limits on purchase amounts to avoid misuse and to protect the cardholder. Thus, the cardholder must track and total his/her own purchases to avoid exceeding the limits. The [Procurement Card Log](#) form has been created for this purpose. Cardholders are encouraged to use this log to track purchases and to use it for comparison when the processing expense items for p-card transactions within WyoCloud.

University-wide standard limitations\* on card use include:

- Maximum value of one transaction: \$4,999 including shipping, handling, and special charges.
- Maximum total purchases per month: \$7,500.
- At the beginning of the new statement period, all monthly dollar limits automatically reset.
- A purchase WILL NOT be split into multiple transactions to circumvent the single purchase limit.
- Cardholders may not use multiple cards to circumvent the transaction limit. If you find your purchase will exceed the limit placed on your card, a payment request, or requisition/purchase order should be used for that purchase.



*\*Other amounts can be authorized with department head and Program Administrator approval; see your cardholder agreement for your individual limits.*

**At no time is it acceptable to split a purchase into multiple transactions to circumvent the single purchase limit or to use multiple cards for one purchase.** As the University of Wyoming receives external research dollars (such as federal grant awards), we must comply with the directives outlined in the Uniform Guidance. If we do not comply with these directives, audit findings could result, and this would reflect poorly on our institution and our ability to earn research grants. Thus, it is critical that you do not circumvent the limits outlined in the prior slide.

There is no limit on the number of transactions, only on the dollar amount (dollar volume). Thus, a cardholder could make 10 purchases of \$499 in one cycle or could make 150 purchases of \$33 if the total cycle limit of \$7,500 is not exceeded. However, exceptions may be granted under limited circumstances (i.e., registration for multiple individuals may add up to more than the single purchase limit). Please contact a Program Administrator for information.

Use of the procurement card is restricted to the United States, Canada, and the United Kingdom. For transactions outside of these countries, contact a Program Administrator.

### *Check yourself*

- Who is ultimately responsible for tracking and totaling a cardholder's monthly purchases as purchases are made?
- What is the university-standard monthly limit for card purchases?
- What is the university-standard per-transaction limit?
- Do all cardholders have the same per-transaction and monthly limits?

## **E. Prohibited Uses**

Policies concerning the acceptable and unacceptable uses of the University of Wyoming procurement card have been established to protect the university, cardholders, and suppliers. In addition, the cardholder must be aware of budgetary limits within the accounts they are authorized to use, as well as internal limitations on the use of the card that may be set by the cardholder's department.

Following is a list of **PROHIBITED** purchases:

- Alcoholic beverages – university funds cannot be used to pay for alcohol. Your department may have discretionary funds at UW Foundation for this purpose. Contact your department head for information.
- Automotive service and repair - contact Fleet to arrange service for university owned vehicles.
- Awards, gifts & donations (e.g., gift cards used as giveaways)
- Cash advances (there is no itemized receipt)
- Catering services (\$4,999 and over)
- Cellular phones and airtime for cellular phones.
- Computers (\*see below)
- Construction and renovation (must be done through University Operations)
- Contracted/Personal services (\$4,999 and over)
- Copier machines (UW has an exclusive contract with Konica/Minolta)
- Equipment (\$4,999 and over per unit)

- Fines, late fees, and penalties
- Furniture (if you work with the furniture buyer in Procurement Services, you may use your procurement card if authorized and within the procurement card limits)
- Leases and rental of space (requires a contract)
- Maintenance agreements (e.g., computer maintenance agreement which involves a contract/agreement prior to payment) (\$4,999 and over)
- Meals and incidental expenses for employee travel (see Sec. G. Travel Expenses for further explanation)
- Moving expenses (are a personal obligation of the newly hired employee and may or may not be a reimbursable expense through the hiring department)
- Office Supplies (\*see below)
- Outgoing freight/shipping charges (Fed Ex, UPS, Airborne, NPT, Roadway, DHL, etc.) Shipments from Laramie must go through Shipping & Receiving. The procurement card may be used for shipments originating outside of Laramie.
- Personal items
- Purchases involving trade-in of UW property (must be tracked by Property Office)
- Radioactive materials (must go through RMMC)
- Sponsorships
- Telephone equipment (must go through Telecommunications)
- UW vehicles, including maintenance or contracted services (these charges are included in daily rental fee; for additional information see **Addendum II.**)
- Weapons and ammunition

\* The University of Wyoming has partner suppliers with CDWG for computers and Office Depot for office supplies with substantial discounts. These are preferred suppliers, and these items should be ordered through [Procurement Catalogs](#) on a Requisition. A catalog is also available with Office Depot for purchasing made with a procurement card. Computer accessories, such monitors, and keyboards, can be purchased from other vendors.

Although things such as funeral flowers for alumni, alcohol purchased during a dinner for a recruit, etc. may not be purchased with the procurement card, departments may have discretionary funds that are held at UW Foundation for those types of purchases. Do not assume that all departments have such funds available or that a department will allow reimbursement for these types of purchases. Please contact your department head for prior authorization as well as reimbursement procedures.

### *Check yourself*

- Can you use your procurement card to ship a package from the UPS Store in Laramie?
- Can a cardholder buy a computer keyboard?

## **F. Allowed Uses**

Procurement cards may be used for the acquisition of materials and goods up to and including the single purchase limit and monthly limits as granted to the individual cardholder (total transaction amount includes delivery, shipping, or special handling). Materials and goods include most consumable office and lab supplies, books, computer software, conference registration, and hosting expenses (for example, taking recruits or speakers to a meal and paying for their hotel charges).

The cardholder needs to be aware of the transaction limit for his/her own card. For various reasons, a cardholder may be given a lower limit. Cards may have a maximum single purchase limit starting at \$500. The cardholder agreement form indicates this limit as well.

The unique procurement card that the cardholder receives has his/her name embossed on it and shall ONLY be used by the cardholder. NO OTHER PERSON IS AUTHORIZED TO USE THE CARD. The cardholder may make purchases on behalf of others in his/her college, department, or division. However, the cardholder is responsible for the business validity of the use of his/her card.

Examples of **ALLOWABLE** purchases on an individual card include, but are not limited to:

- Advertising
- Airline tickets (including checked baggage fees)
- Books
- Business Event - Departments needing to provide food for employee business events must fill out "Hosting or Business Event Documentation Form" for each event
- Calling cards (for business use only)
- Catering services (under \$4,999)
- Commercial printing up to \$4,999
- Commodities purchased for resale to departments
- Computer software (includes downloading software) and supplies (i.e., monitor, printer, keyboard, mouse, etc.). Before the purchase the cardholder must contact Procurement Services to confirm ETAR/ITAR import/export information and provide a VPAT compliant certificate before UW PCards strategies will be opened to allow the transaction.

### **Export Control**

The export of certain items, including software and hardware is regulated and controlled by Federal law for reasons of national security, foreign policy, prevention of the spread of weapons of mass destruction and for competitive trade reasons. These regulations affect not only travel and shipping items outside the U.S., but also the use of certain items. The University of Wyoming and its employees are required to comply with these laws and implementing regulations. Failure to comply can result in fines to the institution and jail time for the individual.

When purchasing software, laboratory, medical, or data processing equipment on a Procurement Card, you must review the terms and conditions, if any, for the following or similar language:

*Export. The Software, including any technical data related to the Software, are subject to the export control laws, and regulations of the United States. The Software, including any technical data related to the Software and any derivatives of the Software, shall not be exported, or re-exported, directly or indirectly, under the United States export control laws.*

If the terms and conditions reference export control, you must contact the University Compliance Attorney at (307) 766-4123. **You may still move forward with the purchase; however, you must contact the University Compliance Attorney before actual use of the item occurs.**

- Equipment under \$4,999
- Fuel (non-motor vehicle use, e.g., propane gas)
- Gasoline for UW vehicles (write the UW vehicle # on the receipt)
- Hosting expenses (meals and lodging), associated with speakers and recruits (see Sec. G. Travel Expenses for further explanation) (note: tipping cannot exceed 20%)

- Lodging and tax expenses - only for employee travel. In the State of Wyoming, University of Wyoming is exempt from paying sales and lodging taxes. This information should be provided when procuring a room. Business related phone, internet and parking charges are allowed. (See Sec. G Travel Expenses for further explanation)
- Memberships- includes professional licenses, continuing education
  - Employee memberships are required to have the following statement on the receipt or log and signed by the department head:
 

This membership is required for *John Doe* to perform *his/her* job duties.

Signature \_\_\_\_\_
  - The above statement is not required for departmental or UW memberships.
- Novelties. Products bearing UW’s name/logos/graphics/trademarks must be purchased from an authorized licensee. Contact the Trademark/Licensing Office with questions at 766-5646.
- Page charges and reprints
- Photocopying
- Postal charges (this includes the purchase of stamps and sending Priority Mail)
- Pre-Loaded Debit/Cash Cards for Research Incentives and/or Compensation for participation in Studies
- Registration fees (see Sec. G. Travel Expenses and only on individual cards)
- Rental of equipment (e.g., overhead projector, projector screen)
- Research supplies and materials (lab supplies, medical supplies and chemicals used *directly* in scientific research)
- Subscriptions deemed necessary
- Vehicle rental – (Avis, Hertz, National, Alamo, Budget, Thrifty, Dollar, etc.) **The collision/damage waiver or loss damage waiver will not be required in the United States if driver uses his/her procurement card to pay for the rental. *In areas outside of the United States, the collision/damage waiver or loss damage waiver will be required.*** In addition, you may purchase gasoline for that rental vehicle. For additional information see **Addendum I**.
- University issued work clothing (cleaning and alterations allowed)

*Check yourself*

- Is the delivery charge included in the total transaction limit?
- Can a purchase that will total over the cardholder's transaction limit be put on two separate transactions?
- Can you purchase fuel for your personal car while traveling on University of Wyoming business?

## **G. Travel Expenses**

### *Individual Procurement Card*

Meals and travel expenditures represent a greater risk for card misuse. Therefore, special regulations apply to travel and meal transactions.

One important travel restriction:

1. The individual procurement card cannot be used to pay for individual employee meals while on travel status.

However, the individual card may be used for:

1. Conference registration fees (only for approved conference attendance). **An employee can use his/her card to pay registration fees for a conference. Optional meals and/or lodging may be paid if located on the registration form and payable to the conference. Membership fees may also be paid if needed and part of the registration** (see membership statement requirements under Allowable - Membership section). **Optional entertainment fees or options that include alcohol cannot be paid with the individual card.**
2. Commercial transportation such as airline tickets, shuttles, buses, taxis, ferries, and rental cars. Checked baggage fees charged by a transportation company are allowed. Note: If a family member is traveling with the employee, the university procurement card cannot be used to pay for family transportation tickets. You cannot pay the university back for the ticket; you need to make payment via personal means when purchasing family member tickets.
3. Lodging Expenses - University travelers may use the individual procurement card to pay lodging expenses for university authorized travel. Lodging expenses are limited to room and tax charges. In the State of Wyoming, University of Wyoming is exempt from paying sales and lodging taxes. This information should be provided when procuring a room. In addition, business related phone, internet and parking charges are allowed. Any other travel, including incidental charges (meals, movies, laundry, tolls, etc), are not allowed and will be the responsibility of the traveler. These incidental expenses, if subsequently approved for reimbursement, will be reimbursed to the traveler through the normal reimbursement process after the trip has been completed. Note the following:
  - a. The university procurement card cannot be used to pay expenses for family members. Payment via personal means shall be the rule when family members accompany the traveler on university business.
  - b. Cardholders charging incidental lodging/family expenses on the university p-card will be responsible for contacting the supplier for a credit and making payment by other means.
4. Student Team Travel - In lieu of travel advances for student team travel the individual procurement card may be used to pay for certain travel expenses. Student team travel is defined as faculty/staff/administrators traveling with students attending a university sanctioned event.
  - a. The individual procurement card may be used to pay lodging charges, commercial transportation and meal expenses related to student team travel. The following needs to be noted:
    - i. The faculty/staff member traveling with the team must possess an individual procurement card.
    - ii. At least three (3) business days prior to travel, the department head must contact a Program Administrator, in writing/e-mail, requesting a procurement card strategy change allowing for student team travel. This must include name of faculty/staff traveling with students, destination, student team name, total number of travelers, travel dates and outline the costs associated with the travel that will be put on the individual procurement card (hotel/motel, commercial transportation charges and meal expenses).
    - iii. This travel authorization strategy will only allow cardholders to pay for expenses outlined above. Note: Airline tickets and vehicle rental are normal allowable purchases on all individual cards.
    - iv. The change in card authorization will be granted for actual travel dates. This travel strategy will automatically return to the cardholder's normal authorization strategy the day following the end of the trip.
5. Hosting expenses for recruits and speakers:
  - a. Meals that involve the recruits and speakers are allowed. A group must include at least one university employee and a speaker or recruit. A [Hosting or Business Event Documentation](#) form shall be filled out for each event hosted. This sheet includes purpose of the event, supplier name, date of event, total amount, list of attendees (no social security numbers, just

check appropriate box) and contact information for an individual with knowledge of the event. The itemized receipt is to be attached to this form. Alcohol cannot be included, see Section E.

- b. Lodging expenses for recruits and speakers are allowed. Departments may pay room and tax charges for the individual but not for any incidentals. This purchase can be made using either the individual card or the travel card/department card.
- c. Airline tickets for recruits and speakers

## H. Supplier Selection

Cardholders should strive to obtain the maximum value for the university, while being certain to make purchases from ethical, reliable, known suppliers. Individual cardholders may select the supplier who can best supply the item(s) required while making sure that the price is competitive. Procurement Services is available to help with selection and pricing of purchases. You may then use your procurement card to make the purchase if the price falls within your transaction limit and is an allowable purchase.

University of Wyoming internal units that accept the procurement card include:

1. A&S Research Support Shops (e.g., chemical stock room)
2. American Heritage Center
3. Campus ID
4. Campus Recreation
5. CES Resource Center (Bulletin Room)
6. Coe Library (Interlibrary loans and UWIN document deliveries only)
7. Copier Services
8. Fine Arts Ticket Office
9. Ross Hall
10. Student Health (Pharmacy only)
11. Transportation & Parking
12. University Store (it is suggested that you go to the back counter to make your purchase and receive tax exempt status)
13. Washakie Center

Typically, suppliers will not charge extra (i.e., processing fee) for the use of the procurement card, although charges may occur depending on the supplier. In addition, the supplier should not process the transaction until the goods are shipped. Contact a Program Administrator if you have problems with any of the above.

As the cardholder, you are ultimately responsible for card use and should avoid suppliers that use pressure tactics. Some examples of these tactics are: "today is the last day for this price," "there are a limited number of the items available," and "we always beat the price of our competitors," which force you to make a quick decision. Also, be cautious if unknown suppliers call you with offers. If an unknown supplier is calling to offer you a great deal, don't provide them your procurement card number, but get information to call them back after you have a chance to check on the product and the price being offered.

Any supplier that accepts the VISA credit card should accept the procurement card. If a supplier accepts VISA, but for some reason will not accept your procurement card for payment, contact one of the Program Administrators.

*Check yourself*

- Is it okay to use the procurement card to purchase from the University of Wyoming Bookstore?
- Is it okay for suppliers to charge for use of the procurement card?
- Who is responsible for ensuring that a p-card purchase is the best use of university funds?

## I. Making a Purchase

The steps to make a purchase with the procurement card differ from those taken when making a purchase with a personal credit card. You must obtain documentation (an itemized receipt) for every purchase you make on your procurement card. ***There are no exceptions!*** The steps in making a purchase with the procurement card are:

1. Identify a need for materials or goods.
2. Check as many sources of supply as is reasonable to assure best price, delivery, and compliance with policy and procedures. The Procurement Services buyers are available to assist with pricing of products. Once they have identified a source and price, you are free to make the purchase using your procurement card. Be sure to let the buyers know your intention to use the procurement card to make the purchase.
3. Tell the supplier you are making the purchase for the University of Wyoming to obtain discounted pricing when available.
4. Confirm that the supplier agrees to charge the procurement card.
5. Inform the supplier that the University of Wyoming is tax-exempt. The supplier may request a tax-exempt certificate which can be downloaded from the [Financial Affairs](#) website. ***Please note:*** Wal-Mart and Home Depot have tax-exempt numbers that you will need to provide. Contact Procurement Services for information.
6. Provide the card or card number (for phone or internet orders).
7. 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, so be sure to print it.
8. 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.
  1. Department Name (required)
  2. Individual Name (optional)
  3. 16 and Gibbon (required)
  4. Laramie WY 82071 (required)
9. Keep track of all transactions on the [Procurement Card Log](#) form.
10. Upload receipts to the appropriate expense item,
11. Periodically review the [bank website](#) and report any discrepancies to the program administrators. You can create a user ID and password to access the bank website to review transactions on your account 24/7. After three months of non-use your website account will be locked, and you will have to re-register following the online instructions. Instructions for the bank website are available on the [Financial Affairs](#) website under Procurement and Payment Services.

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.

You may make purchases in-person, over the phone, or through secure websites. That is, you may provide credit card and tax-exempt information using any of these purchasing methods.

If the procurement card is declined when a cardholder is attempting to make a purchase, please contact a Program Administrator for assistance. The Program Administrator can investigate the problem and let you know if/when the purchase can be made. This can often be completed within minutes while the cardholder is still at the supplier's establishment.

### *Check yourself*

- What steps are you missing if you call a supplier to make a purchase and you only tell them what you want, tell them where to send the purchase, and give your University of Wyoming procurement card number?
- What form of documentation is acceptable when making a purchase using the Internet?

## **J. Documentation and Receipts**

Substantiating your purchase with an **itemized receipt** is a critical element of the procurement process. Itemized receipts provide detailed permanent records for accounting and auditing purposes. Many suppliers may initially provide a credit card receipt with only the total purchase amount reflected. Remember to ask for an itemized receipt to document each item purchased. You (or your delegate) will process p-card transactions in the expense module in WyoCloud. The corresponding receipt will be uploaded and attached to the expense item.

Documentation requirements for procurement card purchases are the same as for all university purchases. The cardholder must obtain the original sales documents (invoices, cash register tape, itemized credit card slip, e-mail confirmation, etc.) for all items. Cardholders (or their delegate) will save these documents as a file to be uploaded to the expense item for that p-card transaction.

Note that the amount paid, including shipping, handling, and sales tax (if tax-exempt status is not recognized), must be included on the receipt, invoice, or other documentation. Writing the cost by hand on the receipt is not acceptable.

For purchases made on the Internet, a printed confirmation or e-mail confirming the purchase, and total cost is acceptable. It is recommended that you print the screen detailing your order and cost just in case the supplier does not supply a confirmation.

The cardholder (or delegate) will use the receipt to verify that the amount charged by the supplier agrees with each p-card transaction loaded in the WyoCloud expense module. The cardholder (or delegate) will also use the description of the purchased items to assign the correct account code in WyoCloud.

### *Check yourself*

- Who is responsible for obtaining receipt documentation?

## **K. Receiving and Returning Purchases**

When you receive a package, check to see if it belongs to you or someone else in your department. If the package is a result of your order, open the package right away and check to be sure it contains what you ordered and that it is not damaged. Don't destroy or throw away the original packaging until a decision has been made to keep the contents.

If the item belongs to you and there is no damage, document the date received on the receipt.



If the item does not belong to your department, contact the delivering agency (e.g., Shipping and Receiving) so they may pick up the package and deliver it to the appropriate department.

If the item is damaged:

- Goods delivered by Shipping and Receiving - contact them for pickup and they will handle damage claims.
- Goods received via U.S. Postal Service mail - contact the supplier for information on handling damaged goods.
- Goods received directly from supplier - contact the supplier for information on handling damaged goods.

When returning purchases, follow these steps:

1. Contact the supplier to determine the supplier's acceptable procedure for returns.
2. Repackage the item in the original shipping container or packaging.
3. Return it to the store if you picked it up locally, along with the original receipt, or return it via the supplier's instructions.
4. When you get the credit receipt, save it to a file to upload it to the appropriate expense item.

In some cases, a return authorization number (RA#) may be required. In those cases, the supplier will issue a return authorization number that must be included with the returned shipment. Some suppliers will reject any packages received without a number displayed on the outside of the package.

Some suppliers will also charge a restocking fee. These fees can vary from 1% to 50%. If you are being charged a percentage fee to return the item, it might be in your best interest to see if someone on campus would be willing to purchase the item from you.

**Cardholders are not permitted to receive cash or a check for a returned item. All returned items must receive credit on the procurement card.**

The cardholder should log in to Commercial Card website to be certain the supplier issued the appropriate credit to their procurement card.

*Check yourself*

- When should you open and inspect a package?
- Who is responsible for seeing that an appropriate credit is issued for any items returned to a supplier?
- Who do you contact first about an item that must be returned?
- Can you receive cash for returned items?

## **L. Electronic Monthly Statement**

Cardholder's may review their monthly statement on-line. Cardholders and managers of the Travel Card/Department Card will receive instructions with their p-card informing them of how to set up a user name and password on the [bank website \(https://umb.fdecs.com/eCustService/\)](https://umb.fdecs.com/eCustService/). Please see [Commercial Card Cardholder Instructions](#) which can be found in the Procurement and Payments Services section on the Financial Affairs website. Choose "Receive Electronic Statement" as the Delivery Method. The cardholder's, department card coordinator's or travel manager's e-mail address will need to be identified. This will be used to inform the cardholder when the statement is available to be viewed on-line.

It is strongly recommended that you review the [bank website](#) to assure that no unauthorized charges are on your card. This website will allow you real-time access to your account data. This Internet tool gives you the ability to view account information and transactions for the current statement period or last four-month period.

### *Unauthorized Charge*

If you discover unauthorized charges online or on your e-statement, immediately notify a Program Administrator that your card may have been compromised. The Program Administrator will work with the bank to reverse any fraudulent charges and issue a replacement card. Don't wait for another e-statement to confirm that your card is being misused. Waiting for a replacement card may be inconvenient but disputing unauthorized charges that continue to appear will be even more problematic!

Keep in mind there is a limited amount of time in which to dispute a charge (forty-five days from the date of the transaction) so be sure to follow up on all duplicate or unauthorized charges as quickly as possible.

### *Check yourself*

- Who do you contact first if you find an unauthorized purchase on your card?
- Why should you periodically review your transactions on the bank website?

## **M. How and When to Use the Substitute Receipt/Dispute Form**

If the online or monthly statement lists a transaction when the goods have not been received, or there is any discrepancy, the cardholder should attempt to resolve the items Cardholder should begin resolution of the dispute with the supplier. If this dispute cannot be resolved within 45 days of the transaction date, Procurement Services will then assist to resolve the dispute. To start the dispute process the Cardholder should complete a [Dispute](#) form and send to [procurement-card@uwyo.edu](mailto:procurement-card@uwyo.edu).

### *Lack of Documentation*

If a cardholder does not have documentation of a proper transaction listed on the online or monthly statement, the cardholder shall attempt to obtain original documents from the supplier. If attempts have failed, the cardholder shall attach a completed [Substitute Receipt](#) form that includes a description of the item(s) purchased, date of purchase, supplier's name and reason for the lack of supporting documentation (this is to include credits on transactions). The cardholder and department head must sign the explanation. If a cardholder abuses the privileges of the card or consistently fails to provide receipts, the department head must obtain the card and request that a Program Administrator cancel it (see Sec. Q. Canceling a Procurement Card).

### *Duplicate Charge*

If you find that a supplier has charged your card twice for one purchase, you will need to work with the supplier to obtain a credit invoice. If you have not received this credit invoice by the time your card is to be reconciled, a completed [Substitute Receipt](#) form, with an explanation, will be added as an attachment to the expense line.

### *Questionable Charges*

Please be aware that although you may make a purchase with one supplier, the charge may appear on your statement as coming from a supplier with a different name (possibly a parent company). If you discover an unauthorized charge, call a Program Administrator and your card will be cancelled and a new one issued. If it is after university hours, call the bank to cancel your card and then follow-up with a Program Administrator the next business day.

### *Check yourself*

- Who do you contact first if a supplier has made an error in a charge?
- If you lose your itemized receipt, what steps should you take to try to get a duplicate copy?

## **N. Transaction Processing**

Transactions are downloaded daily from the bank, which enables the cardholder (or delegate) to process expenses daily.

Reconciling transactions in the Expense Module should be done regularly throughout the month. All p-card transaction must be reconciled within 30 days of the posted date. P-Cards with transactions that have not been reconciled within 30 days of the posted date will be put on hold until those transactions in question are reconciled, and the Expense Report submitted, approved by all required approvers, and paid. Once all transactions in question have been paid, the p-card will be released from the hold and the cardholder may begin to use their card. In addition, employee personal reimbursements will not be able to be submitted or processed until those p-card transactions older than 30 days are reconciled.

The Payment Services Office makes a single monthly payment of the charges based on an invoice from the bank. The steps include:

1. The individual cardholder (or delegate) processes expenses for each transaction, ensuring the proper chartfield coding is used and uploads receipts for each transaction. Once the Expense Report is submitted it will go through workflow for approvals. If prohibited use is found, the department head must contact a Program Administrator with information about the prohibited purchases (see Sec. S. Card Misuse and Sanctions).
2. The department head is responsible for handling any unusual circumstances and approves procurement card transactions.
3. Payment Services pays one invoice per month to the bank that covers the transactions for the entire university.

## **O. Responsibilities of Individual Units**

### *Responsibilities of the Program Administrators*

- Interact with UMB Bank to issue new cards and approve card limits for individuals.
- Terminate cards, voluntarily or involuntarily.
- Educate new cardholders on responsibilities and obtain signed agreement forms from cardholders.
- Maintain list of prohibited procurement card uses and educate cardholders about items on that list.
- Interact with UMB Bank to maintain commodity codes for prohibited purchases.
- Assist departments in resolving errors, disputes, returns, and credits with suppliers (if initial attempts by departments are unsuccessful).

- Notify department head concerning misuse of the procurement card.

### Responsibilities of the Department Head

- Must successfully complete the cardholder training program.
- Authorize the use of procurement cards by employees of the department.
- Approve each Procurement Cardholder Agreement.
- Initiate procedure for resolution of prohibited purchases. This is to be done at the time improper purchases are discovered.
- Notify a Program Administrator of the details of any procurement card misuse and the proposed resolution.
- For any cases of repetitious procurement card misuse, the president, vice-president, dean, director, or department head will obtain the card and return it to a Program Administrator for cancellation.

### Responsibilities of the Cardholder

- Must successfully complete the cardholder training program and sign the agreement form prior to receiving procurement card.
- Reconciling transactions in the Expense Module should be done regularly throughout the month. All p-card transaction must be reconciled within 30 days of the posted date. P-Cards with transactions that have not been reconciled within 30 days of the posted date will be put on hold until those transactions in question are reconciled, and the Expense Report submitted, approved by all required approvers, and paid. Once all transactions in question have been paid the p-card will be released from the hold and the cardholder may begin to use their card. In addition, employee personal reimbursements will not be able to be submitted or processed until those p-card transactions older than 30 days are reconciled.
- Must obtain the original itemized sales documents (invoices, cash register tape, credit card slip, e-mail confirmation, etc.) for all items. All sales documents will be uploaded and attached to the appropriate expense item.
- Upon termination, notify Procurement Services and shred card. Process all outstanding expenses in WyoCloud.

### Responsibilities of the University Payment Services Office

- Conduct audit reviews of cardholder transactions.
- Perform all final processes to create a payment to the bank.

## **P. Cardholders Beware**

You are responsible for the University of Wyoming procurement card in your name. Protect your good reputation by doing the following:

1. Protect your card as you would your personal credit card.
2. Know where your card is at all times.
3. Don't carry your card while on vacation.
4. Don't share your card with anyone.
5. Protect your card number on documents and receipts by keeping papers locked up where others won't find information that may lead to unauthorized use.

### *Scams*

New and seasoned cardholders are vulnerable to scams. Beware of high-pressure salespeople who call you and be alert if very special deals are offered.

Do not respond to any type of caller, letter or e-mail that asks for information concerning your card. If you get this type of contact, you can forward them to one of the Program Administrators. Cardholders should never give any information out about their card unless making a purchase. In addition, the bank should not call or e-mail you. They have been instructed to call one of the Program Administrators, instead of the cardholders. The cardholder will then be contacted with any concerns.

Printer/copier toner scams are particularly frequent and common. Some "toner" cautions that may also apply to other high-volume-use items are:

- Scam salespeople may use trickery to appear legitimate.
  - They may mention other staff members' names.
  - They may know the brand, model, and even serial number of your machine. Don't give anyone information about equipment in your department.
  - They may say they have extra toner (or other items) at discounted prices.
  - They may say the price is going up shortly or "today is the last day for this price."
  - They may even say there is a requirement to purchase this toner (or other items) based on the maintenance contract.

Although you may make purchases by phone or fax and thus must provide the credit card number over the phone, be certain that you are working with a reputable supplier. If you are unsure, ask for contact information to call back about the purchase, and verify with your department and/or Procurement Services before making the purchase.

Another area where a commitment can be made without realizing it is with "trial" magazine subscriptions. These provide a free trial issue if you provide your address and billing information (including card number), but then charge the cardholder's card if the subscription is not cancelled after the trial issue is received. If you are interested in receiving a "trial" subscription, be sure to take immediate action if you wish to cancel the subscription before your procurement card is charged.

### *Internet Purchases*

When making purchases using the Internet, check the website for security. To do this, look for a special icon (whole key or closed lock, not a broken key or open lock) in the bottom line of the web browser software. This provides some assurance that the website has a security certificate issued by an authorized agency.

Some additional cautions about making purchases using the web:

1. Don't accept a statement on the screen saying that the website is secure.
2. Assure that any site is secure or encrypted before entering card information. Be sure you understand how to check a website for security. Check with your local IT support staff if you are not sure.
3. If offered as an option, **do not store credit card information on the site**. If you have used this site for personal purchases in the past, be sure to check that the correct card information is on the order.
4. Cardholders may use third-party online payment systems, such as Pay-Pal, but keep in-mind the following:
  - Itemized receipts are still required on all purchases. A Pay-Pal printout that states the supplier's name and total dollar amount is not acceptable.
  - All procurement card procedures and UW policies apply.

- “Buyer Beware” when making purchases through on-line auction houses, or new online suppliers.
  - Online payment systems charge your card immediately, not when goods are shipped.
  - It is difficult to dispute charges made through online payment systems, and there may not be a guarantee that the cardholder will receive the correct materials or credit.

*Check yourself*

- True or false: In all University of Wyoming departments, an individual cardholder is the only person who can make purchases with his or her card.
- Where do you look to determine if a website is a secure site before you input your credit card number?
- What documentation and information must be always kept secure?

**Q. Canceling a Procurement Card**

*Loss, Theft or Fraud*

Under certain conditions, the cardholder must make a quick decision about whether to request cancellation of a procurement card. Some conditions that require immediate cancellation include:

1. A card has been lost.
2. A card has been stolen.
3. It has been determined that a transaction was not authorized (see Unauthorized Charge in Sec. L.).

If you encounter one of these conditions, immediately act. Don't wait until you can verify problems on your monthly statement. Don't wait until you search possible locations where your card may have been misplaced. The bank is liable for fraudulent charges to a card if quick action is taken. If you wait too long to notify the bank, you or your department could be liable for any fraudulent charges.

All the following reporting steps must be used when canceling a card:

1. Contact UMB Bank at *1-800-821-5184, 1-888-494-5141 or 1-816-843-2000* at any time of the day, night, or weekend to cancel the card. Although the bank representative may state that a “new card will be issued” during a cancellation call, you must contact a Program Administrator to notify them of the cancellation. A Program Administrator will then authorize the bank to issue a replacement card.

If you are not sure whether the card has been lost, stolen, or just misplaced, you can request that a Program Administrator put a temporary hold on the card until you have searched for the card. You will not be able to make any purchases on the card until a resolution has occurred.

*Transfer of Employment*

Prior to a transfer to another college or department, the cardholder shall notify a Program Administrator, in writing, of the change.

- If the cardholder anticipates needing the p-card in the new department, then the cardholder must contact a Program Administrator within two days of the transfer date to request a transfer of the card. A Program Administrator will place a hold on that individual's procurement card until a new [Procurement Cardholder Agreement](#) is completed and authorized by the new department head. The form will need to be approved by a Program Administrator before a procurement card will be re-activated under the new department.

- If the cardholder does not contact a Program Administrator to arrange a transfer of the card, the p-card will be cancelled within three days after the employment transfer date. If the department later decides a p-card is required, they may order a card as per Section A of these procedures.

### *Termination of Employment*

Two weeks before termination, the cardholder shall:

- Notify Procurement Services and request the p-card be closed.
- Complete and submit any outstanding p-card expenses.
- Destroy the card.

### *Check yourself*

- If you lose your procurement card on a weekend, whom should you notify?
- Who should you notify first if your card is stolen on a day that the University of Wyoming offices are open?

## **R. Card Misuse and Sanctions**

**Card misuse has serious consequences.** The card is to be used by the person to whom it was issued and can ONLY be used to pay for allowable university purchases. The card is NOT to be used for any personal, prohibited, or unauthorized purchases. Any such use will require the cardholder to obtain a direct credit for the improper charge on the procurement card and make payment via another payment source.

*The cardholder understands that his/her improper use of the University of Wyoming procurement card may be cause for disciplinary action by the university, including termination, and that improper use of the procurement card may subject the cardholder to criminal prosecution. The cardholder understands that the university may withhold amounts attributable to improper use by the cardholder from any paycheck or other University of Wyoming check which may be payable to the cardholder.*

Misuse is broadly defined as using the card in violation of university policies and procedures. Examples of misuse of the procurement card include, but are not limited to:

1. Using the procurement card for personal purchases or for purchases that are not authorized by the university.
2. Using the procurement card to purchase any goods or services that violate policies or procedures of the university or the cardholder's department, including those items listed as specific exclusions for the procurement card, or which violate any law or regulation to which the university must adhere.
3. Splitting a transaction to circumvent the transaction limit authorized for the cardholder's card.
4. Using multiple cards to circumvent the transaction limit authorized for the cardholder's card.
5. Failing to provide required purchasing documentation in a timely manner.
6. Failing to provide information about any specific purchase.
7. Giving your card to another individual to use for a purchase. No other person is authorized to use your card. The cardholder may make transactions on behalf of others in his/her college, department, or division. However, the cardholder is responsible for the business validity of the use of his/her card.

The materials or goods involved in card misuse may:

1. Become the property of the cardholder who will have to pay the university the cost and any related processing fees (this can be withheld from the university paycheck if not reimbursed by the cardholder).
2. Be returned to the supplier.
3. Be retained by the university.

### *Reporting Misuse of the Procurement Card*

All departmental procurement card program participants – president, vice-presidents, deans, directors, department heads, cardholders – are required to know and follow procurement card policies. They also need to be aware of program misuses and consequences associated with these misuses.

The Cost Center approver should review all transactions when approving Expense Reports to identify possible misuse of the card. By approving the Expense Report the Cost Center Approver is acknowledging that all transactions were made appropriately and that no misuse has occurred.

Cardholders are responsible for their own actions and cannot claim that they were ignorant of the rules or someone else in their department or the university insisted that they bend the rules. Prohibited purchases and card misuse are outlined throughout the procedures manual and reviewed during training sessions completed by all cardholders and support staff.

### *Consequences and Accountability*

When it has been found that misuse may have occurred, the department head shall notify a Program Administrator of such misuse. A Program Administrator will review the information to determine if misuse has occurred. Consequences for misuse may include, but are not limited to:

1. Written notification of misuse sent to department head and cardholder
2. Card suspension
3. Card cancellation
4. Department head and/or Program Administrator reserve the right to suspend or cancel cards at any time.
5. Termination of employment
6. Criminal prosecution

If you follow the policies and procedures, as outlined in this manual, and use common sense when using your procurement card, you should not run into any problems. If you have any questions as to whether a particular transaction would be permissible on the procurement card, contact a Program Administrator. It is always better to check first than to possibly lose your procurement card privileges!

To fulfill your responsibilities and protect yourself against infractions:

1. Purchase only approved items.
2. Maintain records as purchases are made.
3. Add required documentation to expense reports as soon as they are received.
4. Review and verify that the transactions from the bank are correct.
5. Quickly rectify any errors or irregularities.
6. Protect your card and keep card documentation and information always secure.

### *Check yourself*



- What are five things cardholders should NOT do if they want to maintain the privilege of having a procurement card?
- What are five things cardholders should do as a responsible cardholder?
- What are three possible sanctions for not following cardholder policies and procedures?
- What is the worst sanction for card misuse?

## **S. Contacts and Next Steps**

When you have completed the training for the University of Wyoming procurement card, you will be required to sign the [Procurement Cardholder Agreement](#) form when you pick up your card. This agreement verifies that you understand your duties and responsibilities as a cardholder and the possible sanctions for misuse. You will receive a copy of this agreement for your records.

You will contact a Program Administrator in an emergency, such as a lost or stolen procurement card.

This procurement card policies and procedures manual is available online on the [Financial Affairs](#) website under the Procurement and Payment Services section. You should be able to find the answers to many questions that may arise. However, please do not hesitate to contact a Program Administrator at [procurement-card@uwyo.edu](mailto:procurement-card@uwyo.edu) with your specific questions.

## Addendum I

### Vehicle Rental - Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW)

Under certain circumstances the CDW/LDW can be declined when utilizing the UW Visa Procurement Card to pay for vehicle rentals (excluding UW fleet vehicles). This will reduce the amount of money that renters spend on car rental.

When a UW procurement card is being utilized to rent a vehicle, the following conditions apply:

- Keep in mind declining the CDW/LDW is based on passenger rating of a vehicle not actual number of passengers in the vehicle.
  - Vehicles
    - rated to carry up to eight passengers - decline the CDW/LDW
    - rated to carry nine passengers or more - accept the CDW/LDWFor example: if the vehicle is a Suburban and there are eight seats you can decline the CDW/LDW. But if it has nine seats, you must accept the CDW/LDW.
  - Passenger vans
    - rated up to eight passenger – decline the CDW/LDW
    - rated nine passengers or more – accept the CDW/LDW
  - Pickups and trucks – any size – accept the CDW/LDW
- In areas outside of the United States, CDW/LDW must be accepted.
- If a cardholder rents a vehicle, the CDW/LDW may be declined (if the vehicle qualifies). Additional drivers must be listed on the rental agreement as additional insured drivers.
- If the cardholder is renting a vehicle for a person not employed by UW, the CDW/LDW option must be accepted/purchased.
- If the cardholder is renting a vehicle for a person employed by UW, the CDW/LDW option can be declined. The cardholder and the additional driver must be listed on the rental agreement to decline the insurance. The UW cardholder doesn't have to be always in the car when another listed UW employee is driving.
- CDW/LDW must be accepted for rentals over 30 days. This includes back-to-back rental agreements meaning a cardholder can't rent a vehicle for 30 days and then sign another 30-day rental agreement and decline the insurance. These would be considered one continuous rental and Visa will not cover the car if damaged. For continuous rentals please contact Fleet Services to see what options are available.
- Effective July 1, 2011 - In the case where the vehicle being rented is carrying a non-University related passenger, the **Driver** must utilize his or her personal insurance or purchase the insurance available from the vehicle rental company at the individual's own cost. In this case, the university p-card cannot be used to rent the vehicle. See Official Vehicle Policy - Section XVIII – Private Vehicles Used for University Business
  - Examples of non-University related passengers are family members, friends, etc.
- Effective July 1, 2011 - Cardholders renting vehicles and carrying individuals relevant to university business can use the individual UW procurement card to pay for rental charges and decline the CDW/LDW (if vehicle qualifies).
- Examples of individuals relevant to university business are contractors, employees of other public entities, University clients, participants in university programs, University volunteers, etc.

## **REPORTING AN ACCIDENT**

If the employee is involved in an accident, in addition to completing the accident report with the police and rental company, the Risk & Safety Office must be notified within 10 working days after the accident (307-766-5767).

*For more information about insurance at the University of Wyoming, please contact the Risk & Safety Office.*

## **Addendum II**

### **Tire or Mechanical Repairs of Car Rental Service vehicles while traveling**

**Service Offered:** UW Business Days, 7:00 a.m. 5:00 p.m.

**Procedure to follow:** If the UW rental vehicle you are operating experiences a flat tire or mechanical failure while in transit during the above hours, please proceed to the nearest dealer (if possible) and:

Call Fleet Services @ 766-3349 (or) 766-3573

Identify:

- Your name and department
- License plate number of the UW vehicle you are driving
- Location where you are
- Problem experienced

The proper personnel at Fleet Services will request to speak to the dealer's shop manager/person in charge and will authorize work to be performed, and process for payment by Fleet Services. Invoices (original and copies) will be coordinated by Fleet Services.

#### **After business hours:**

If the breakdown occurs outside of business hours; please use alternative methods of payment (cash, personal check, or personal credit card) and bring the receipt/invoice to Fleet Services for reimbursement.

If the individual being reimbursed is not an established supplier in WyoCloud, a Supplier Application Form will need to be filled out prior to reimbursement. The Supplier Application Form can be obtained by clicking the following link: <http://www.uwyo.edu/procurement/supplier-application-form/>.

- For all University Vehicle repairs paid by an individual while traveling on official UW business: Fleet Services will complete the required Expense Report with the WyoCloud System. The Fleet Service Manager will approve as the Department Approver and submit to Accounts Payable with receipt/invoices attached electronically. Accounts Payable will then pay the individual for reimbursement.

If you have any further questions regarding reimbursement, please contact the Fleet Services Accounting Associate @ 766-3334

**Please be sure to bring the Original Invoice to Fleet Services.**



Names are not to be nicknames, but the name as it is listed under HR

UNIVERSITY OF WYOMING
PROCUREMENT CARDHOLDER AGREEMENT
(Please type or print legibly)

All areas must be filled out

Jonathan Doe Office Assistant Sr. 99999 1234
Name of Cardholder Position/Title EmplID Last Four Digits SSN
Agriculture - Animal Science 766-0000 doe@uwyo.edu
College & Department Name Cardholder Work Phone Number E-mail Address
Dept. 1111, 1000 E University Avenue Laramie, WY 82071
Cardholder Statement Address: Dept Number, Street Address, City, State, Zip Code

Cardholder agrees to accept responsibility for the protection and proper use of the University of Wyoming Procurement Card in accordance with the terms and conditions below:

- 1. Cardholder agrees to provide the supporting receipts from the supplier for each transaction as designated by the Program Administrator (is the Purchasing Director) under university policies and procedures. Failure to report or document any purchase may be deemed an improper use of the Procurement Card.
2. If the card is lost or stolen the Cardholder shall immediately notify UMB Bank (800-821-5184, 888-494-5141 or 816-843-2000). Bank representatives are available 24 hours a day. Advise the representative that the call is regarding a Procurement Card. The Cardholder must contact a Program Administrator (307-766-5233) to notify them of the cancellation.

A Program Administrator will then authorize the bank to issue a replacement card. A card that is subsequently found by the Cardholder after being reported lost shall be cut in half and given to the dean, director, or department head.

- 3. THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD. Cardholder understands that he/she shall be personally liable for any improper use of the University of Wyoming Procurement Card and agrees to obtain a direct credit from the supplier for the improper charge to the Procurement Card and make payment via another payment source. (Improper use resulting from a lost or stolen card that is immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase is excluded from this clause). The Cardholder understands that his/her improper use of the University of Wyoming Procurement Card may be cause for disciplinary action by the University, including termination, and that improper use of the University of Wyoming Procurement Card may subject Cardholder to criminal prosecution. Cardholder understands that the university may withhold amounts attributable to improper use by the Cardholder from any paycheck or other University of Wyoming check which may be payable to Cardholder.
4. Cardholder understands that should his/her employment with his/her current College/Department terminate for any reason, the University of Wyoming Procurement Card and purchase documents must be returned to their delegate or department accountant. The Cardholder understands that the university may withhold his/her final paycheck until the University of Wyoming Procurement Card is returned. Cardholder also understands that university may withdraw authorization to use the University of Wyoming Procurement Card and require the return of the University of Wyoming Procurement Card at any time for any reason.
5. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the University of Wyoming Procurement Card; has received, read, and understands the University of Wyoming Procurement Card Procedures; and has read and understands this agreement.

**CARD AUTHORIZATION PLAN**

Authorization Strategy Number \_\_\_\_\_ (to be filled out by University Program Administrator: Procurement Services)

The following to be completed by the Department:

*If requesting amounts other than those listed, contact the Program Administrator.*

Dollar Limit per Purchase: \_\_\_\_\_ (\$2,500 without prior approval by Program Administrator)

Monthly Cycle Credit Limit: \_\_\_\_\_ (\$7,500 without prior approval by Program Administrator)

**APPROVAL SIGNATURE: PRESIDENT, VICE PRESIDENT,  
DEAN, DIRECTOR, OR DEPARTMENT HEAD**

Print Name: Ima Director Title: Director



*Signatures must be original. Stamps will not be accepted, and no one can sign on the behalf of someone else.*

Signature: Ima Director Date: 01/23/14

*The following areas will be filled out by the Program Administrator*

**UNIVERSITY PROGRAM ADMINISTRATOR APPROVAL  
(PROCUREMENT SERVICES USE ONLY)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CARDHOLDER SIGNATURE  
DO NOT SIGN UNTIL IN-RESIDENCE TRAINING HAS BEEN ATTENDED**

*This is not to be signed until the cardholder picks up the actual card.*

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# University of Wyoming

## Procurement Card Log

Cardholder: _____	Statement Start Date _____
Card Number: XXXX-XXXX-XXXX-_____	Statement End Date _____

PURCHASE DATE	RECEIVED DATE	REFERENCE NUMBER	SUPPLIER SUPPLIER	DESCRIPTION	BUSINESS PURPOSE*	Charge Account	BUDGET AMOUNT	TRANSACTION AMOUNT	
3/3/14	3/5/14	12345	Wyo Office Sol	Office Supplies	Office use		\$50.00	\$50.00	
3/5/14	3/9/14	67890	VWR	Lab Supplies	Use in lab		\$50.00		
							\$75.00	\$125.00	
3/5/14	3/5/14	UWB495	UW Bookstore	Software	Computer use		\$10.00	\$10.00	
Dates are important - be sure to specify purchase and received dates.		This is an invoice # or supplier reference #	Be sure to indicate supplier name	A brief description of what was purchased - do not itemize, but generalize	Business purpose is very important - be short but precise		The budget amount is the amount you want taken from a specific chartfield of accounts.	The transaction amount is the total dollar amount of a single transaction	
<b>Every transaction MUST have an itemized receipt attached to this form.</b>							<b>TOTAL</b>	<b>\$185.00</b>	<b>\$ 185.00</b>
<b>*Procurement Card Hosting Documentation Form must be submitted for each hosting event.</b>									

## Hosting or Business Event Documentation Form

NOTE: UW faculty and staff travel-related meals are NOT permitted on a UW procurement card.

Reminder: tip is not to exceed 20%

Purpose of the Event:  Hosting  Business Related Meeting

<i>Took John Doe to dinner with other faculty members. He was on campus as a guest speaker in the Botany Department.</i>

Supplier Name:

<i>Altitudes Chophouse &amp; Brewery</i>
--

Cardholder Name if applicable):

<i>Professor Smith</i>
------------------------

Date of Event:

<i>01/15/14</i>
-----------------

Total \$ Amount:

<i>\$150.00</i>
-----------------

Mark "X" if the event is Open to the General Public. If so, specific listing below is not required.

List of Attendees	Faculty/Staff	Student	Non-University
-------------------	---------------	---------	----------------

<i>John Doe</i>			<i>X</i>
<i>Professor Smith</i>	<i>X</i>		
<i>Professor Jones</i>	<i>X</i>		
<i>Paul Student</i>		<i>X</i>	

Contact Person:	<i>Professor Smith</i>	
Contact E-mail:	<i>myname@uwyo.edu</i>	
Contact Phone #:	<i>766-0000</i>	



UNIVERSITY OF WYOMING CARDHOLDER  
SUBSTITUTE RECEIPT / DISPUTE FORM

Please use a separate form for each transaction.

ACCOUNT INFORMATION

Account Number  
(Last six digits only): XXXX-XXXX-XX22 -1234

Cardholder Name: Ima Receiptloser

Work telephone number: 766-1234

Select one:

- This is a substitute receipt. Include reason for lack of documentation in the Details section. Both the department head and cardholder must sign below before forwarding this document, with the transaction log, to the Accounts Payable Office in Old Main.

- This is a disputed transaction. Department head signature is not required. If this dispute cannot be resolved within 45 days of the transaction date, forward to Procurement Services in Merica Hall. Fax: 766-2800

PROVIDE NECESSARY DETAILS:  
INCLUDE SUPPLIER NAME, DATE, AMOUNT OF TRANSACTION, AND  
EXPLANATION

*Supplier - Ace Hardware  
Purchase of Makita cordless drill at the price of \$250.00 on 3/12/14.  
The receipt was left in a pocket and accidentally washed.*

CARDHOLDER SIGNATURE Ima Receiptloser DATE 3/14/14

DEPT. HEAD SIGNATURE Ima Director DATE 3/14/14

UNIVERSITY OF WYOMING CARDHOLDER  
SUBSTITUTE RECEIPT / DISPUTE FORM

*Please use a separate form for each transaction.*

ACCOUNT INFORMATION

Account Number  
(Last six digits only): XXXX-XXXX-XX22 -1234

Cardholder Name: Jonathan Smith

Work telephone number: 766-1234

Select one:

- **This is a substitute receipt.** Include reason for lack of documentation in the Details section. Both the department head and cardholder must sign below before forwarding this document, with the transaction log, to the Accounts Payable Office in Old Main.

- **This is a disputed transaction. Department head signature is not required. If this dispute cannot be resolved within 45 days of the transaction date, forward to Procurement Services in Merica Hall. Fax: 766-2800**

PROVIDE NECESSARY DETAILS:

INCLUDE SUPPLIER NAME, DATE, AMOUNT OF TRANSACTION, AND EXPLANATION

*Supplier - Ace Hardware*

*Returned an item on 3/12/14 and have not yet received a credit invoice for \$34.98 - have been in contact with the supplier to try to resolve.*

CARDHOLDER SIGNATURE Jonathan Smith DATE 3/14/14