

Name on Card:	Department/College Name:				
Name of person card will be assigned to in WyoCloud:	Department/College Address:				
<i>(can be same as coordinator)</i>	<i>(Dept Number, Street Address, City, State, Zip Code)</i>				
Travel Ghost P-Card Manager Name:	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;"><i>(Coordinator #1)</i></td> <td style="width: 25%; text-align: center;"><i>Phone number</i></td> <td style="width: 25%; text-align: center;"><i>Person/Employee number</i></td> <td style="width: 25%; text-align: center;"><i>Email Address</i></td> </tr> </table>	<i>(Coordinator #1)</i>	<i>Phone number</i>	<i>Person/Employee number</i>	<i>Email Address</i>
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Please send completed forms to pcard@uwyo.edu

I/We _____ & _____ agree to accept responsibility for the protection and proper use of the University of Wyoming Procurement Card (P-Card) in accordance with the terms and conditions below:

1. The Travel Ghost Card Manager understands they are being entrusted with an University of Wyoming Department P-Card and will be making financial commitments on behalf of and for the benefit of the University of Wyoming and will strive to obtain the best value for the organization.
2. The Travel Ghost Card Manager agrees to use the University of Wyoming Department P-Card only for actual and necessary business expenses and, under no circumstances, will use the University of Wyoming Department P-Card to make personal purchases or purchases unrelated to the business of the University of Wyoming.
3. The Travel Ghost Card Manager understands that the department 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. All purchases must comply with university policies and regulations, and policies including all policies the Cardholder's College/Department implements in the use of the Department Travel Card.
4. The Travel Ghost Card Manager agrees to provide the supporting receipts from the vendor for each transaction as designated under university policies and procedures. Failure to report or document any purchase may be deemed an improper use of the Department Travel Card.
5. The Travel Ghost Card Manager understands that they shall be personally liable for their own unauthorized personal use of the University of Wyoming Travel Ghost Card and agrees to obtain a direct credit from the supplier for the improper charge to the Travel Ghost Card and make payment via another payment source. The Travel Ghost Card Manager understands that their improper use of the Travel Ghost Card may be cause for disciplinary action by the University, up to and including termination, and that improper use of the University of Wyoming Travel Ghost Card may subject the Travel Ghost Card Manager to criminal prosecution. Travel Ghost Card Manager understands that the university may withhold amounts attributable to improper use by the Travel Ghost Card Manager from any paycheck or other University of Wyoming check which may be payable to the Travel Ghost Card Manager.
6. The Travel Ghost Card Manager agrees to have knowledge at all times of the location of the travel card letter. The travel card letter shall remain under lock and key when not in use and should not be given out.
7. If the Travel Ghost Card is lost, stolen, or misplaced, the Travel Ghost Card Manager shall immediately notify UMB Bank at 1-888-494-5141. UMB Bank representatives are available 24 hours a day. Advise the representative that the call is regarding the Travel Ghost Card. Travel Ghost Card Manager understands that failure to notify UMB Bank of the theft, loss or misplacement of the University of Wyoming Travel Ghost Card will make them personally responsible for any fraudulent or unauthorized use. The Travel ghost Card Manager must also contact Procurement Services to notify them of the cancellation. Procurement Services will then authorize the bank to issue a replacement card.
8. The Travel Ghost Card Manager understands that should their employment with their current College/Department terminate for any reason, the Travel Ghost Card number and purchase documents must be returned to the Department Head The Travel Ghost Card Manager understands that the university may withhold their final paycheck until the Travel Ghost Card is returned. The Travel Ghost Card Manager also understands that university may withdraw authorization to use the Travel Ghost Card and require the return of the Travel Ghost Card at any time for any reason.
9. The Travel Ghost Card Manager understands that P-Card Training is required annually to maintain P-Card privileges.
10. The Travel Ghost Card Manager acknowledges by their signature to this agreement, that they have received training in the proper use of the Travel Ghost Card; have received, read and understand the Travel Ghost Card Procedures; and have read and understand this agreement.

**CARD AUTHORIZATION PLAN
TO BE COMPLETED BY PROCUREMENT SERVICES**

Authorization Strategy : _____ (to be filled out by University Program Administrator)

Transaction Limit per Purchase: _____ (\$9,999 without prior approval)

Monthly Cycle Credit Limit: _____ (\$15,000+ without prior approval)

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

Print Name: _____ Title: _____

Signature: _____ Date: _____

UNIVERSITY OF WYOMING PROCUREMENT SERVICES APPROVAL

Checked HCM Date: _____

Training Completion Date: _____

Signature: _____

TRAVEL GHOST P-CARD MANAGER SIGNATURE

**** DO NOT SIGN UNTIL REQUESTED BY PROCUREMENT SERVICES ****

Travel Ghost Card
Manager Signature: _____ Date: _____

Travel Ghost Card
Manager Signature: _____ Date: _____