

Procurement Card Agreement – TRAVEL/GHOST

Send completed agreement to pcard@uwyo.edu



UNIVERSITY
OF WYOMING

Procurement and
Payment Services

DEPARTMENT requested Card Name - *Card name begins with: UW* _____
18 characters including spaces available for name

PROCUREMENT assigned Card Name: _____ Activation code/PIN _____

DEPARTMENT INFORMATION

College/Dept _____ Dept number (four-digit number) _____

Work address (*personal home address not allowable*) _____ Laramie campus: 1000 E University Ave, Laramie, WY 82071

Other university location: _____

CARD MANAGEMENT INFORMATION

Name of person for WyoCloud assignment _____ UWyo email _____

Position/Title _____ Work phone _____

Required: Date of Birth (MM/DD/YY) _____

Required: Person/Employee Number _____ **Required:** W# (WyoWeb Student ID) _____

Card Manager 1 _____ UWyo email _____
(*can be the same person as WyoCloud assignment*)

Required: Person/Employee Number _____ Work phone _____

Card Manager 2 _____ UWyo email _____
(*optional*)

Required: Person/Employee Number _____ Work phone _____

CARD STRATEGY & LIMITS

Purchasing Strategy: **Travel Only**

Transaction Limit per Purchase: **\$9,999**

Monthly Cycle Credit Limit: **\$15,000**

Requested Monthly Cycle Credit Limit: _____

(*must be approved by Approving Authority and Procurement*)

APPROVAL AUTHORITY SIGNATURE - *Department Head, Director, Dean, Vice President, President*

Approval Authority's Name _____ Title _____

Approval Authority signature _____ Date _____

THIS SECTION COMPLETED BY PROCUREMENT SERVICES

Confirm HCM (date) _____

Reviewed by: _____ Training completion date _____

Procurement Services signature _____ Date _____

CARD MANAGER AGREEMENT - *Please sign and date when requested by Procurement Services*

I/We _____ and _____ 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 a University of Wyoming Department Procurement Card (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 the 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 Manager signature _____

Date _____

Card Manager signature _____

Date _____