



PROCUREMENT CARD POLICIES AND PROCEDURES

Revised March 22, 2011

For questions please contact:

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

- Martha Miller, Procurement Services Manager
- Greg Livingston, Assistant Procurement Services Manager
- Janet Piscioti, Senior Buyer
- Eric Bryant, Senior Buyer

Cardholders and reconcilers are encouraged to contact the above Program Administrators at the following e-mail address, 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 and reconcilers must complete the procurement card training program prior to the department being admitted to the program. In addition, all cardholders must also complete this program prior to receiving their Visa procurement card.

All forms referenced throughout this manual will link to a sample form with instructions for completion. **Actual working forms and procedures can be found on the [Procurement Services WyoWeb Channel](#).**

Benefits of Using the Procurement Card

Use of the University of Wyoming procurement card is beneficial to cardholders, their departments and vendors – 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 vendors.
- 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, field purchase orders or IDRs.

The University of Wyoming procurement card allows the authorized cardholder to make purchases for their department by directly interacting with vendors both inside and outside the university. The University of Wyoming has an agreement with UMB Bank to manage the dispersal of payments to vendors. 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 two years and will automatically be renewed by the bank. New cards will be sent directly to Procurement Services, not to individual cardholders. Once Procurement Services has updated all program databases, reconcilers will pick up the cards. Under no circumstances will cards be sent through campus mail service. The card will be forwarded to the cardholder after the reconciler has recorded the new card’s information.

Check yourself

- May the procurement card be used to make personal purchases as long as 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?

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 vendors.
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	Every card will have a default chartfield of account, but transaction charges are not limited to this set of chartfields. As in other payment options, multiple chartfields may be used to pay the transaction amount.
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.
PISTOL	The financial system used by the university to record and audit all financial transactions. PISTOL contains the permanent accounting records of the University of Wyoming.
Procurement Card Log	Summary of transactions for the month, including chartfield coding for each procurement card.
Program Administrator	Procurement Services Manager or designee.
Reconciler	University of Wyoming employee who reconciles the Procurement Card Log to the transactions downloaded into PISTOL from the bank.
Reconcile	The act of processing cardholder transactions in the PISTOL system.
Requisitioner	A university employee who has a need for materials or goods that can only be fulfilled by a vendor.
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.
Vendor	A company from which a Cardholder is purchasing materials or goods.
UMB Bank	Procurement card provider.

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 vendor that is being offered because the University of Wyoming uses a procurement card to purchase items from that vendor.

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 vendor 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 vendor 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 in order 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 reconciler processes transactions within PISTOL.

University-wide standard limitations* on card use include:

- Maximum value of one transaction: \$1,500 including shipping, handling, and special charges.
- Maximum total purchases per month: \$5,000.
- 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.*

There is no limit on the number of transactions, only on the dollar amount (dollar volume). Thus a cardholder could make 10 purchases of \$500 in one cycle, or could make 250 purchases of \$20 as long as the total cycle limit of \$5,000 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 vendors. 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 for survey respondents)
- Cash advances (there is no itemized receipt)
- Catering services
- Cellular phones, blackberries, etc., nor airtime for cellular phones, blackberries, etc.
- Computers (no fully-built desktops, laptops, motherboards, or CPU's, but monitors, printers, keyboards, mouse, etc. are acceptable purchases)
- Construction and renovation (must be done through Physical Plant)
- Contracted/Personal services (requires a contract with prior approval and is paid on a Payment Request through Accounts Payable)
- Copier machines (UW has an exclusive contract with Konica/Minolta)
- Equipment (\$1,000 and over)
- 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)
- Meals and incidental expenses for employee travel (see Sec. G. Travel Expenses for further explanation)
- Memberships- includes professional licenses, continuing education
- Moving expenses (are a personal obligation of the newly hired employee and may or may not be a reimbursable expense through the hiring department)
- 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)
- 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

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. Your reconciler can tell you what the transaction limit is for your card; 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)
- Commercial printing up to \$1,500
- Commodities purchased for resale to departments
- Computer software (includes downloading software) and supplies (i.e. monitor, printer, keyboard, mouse, etc.)
- 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. Business related phone, internet and parking charges are allowed. (see Sec. G Travel Expenses for further explanation)
- 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.
- Office supplies
- Page charges and reprints
- Photocopying
- Postal charges (this includes the purchase of stamps and sending Priority Mail)
- Registration fees (see Sec. G. Travel Expenses)
- 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
- 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.

Two important travel restrictions include:

1. The individual procurement card cannot be used to pay for individual employee meals while on travel status.
2. Membership fees cannot be paid on a conference registration form even if required to attend conference. Payment will have to be made via a Payment Request through Accounts Payable.

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. 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 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 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 vendor 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, vendor 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 department travel card.
- c. Airline tickets for recruits and speakers.

Department 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 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. 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). 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 e-mail address.

The department 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 department travel card?
- In what name is the department travel card issued?

H. Vendor Selection

Cardholders should strive to obtain the maximum value for the university, while being certain to make purchases from ethical, reliable, known vendors. Individual cardholders may select the vendor 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, electronics shop)
2. American Heritage Center
3. Bookstore (it is suggested that you go to the IDR counter to make your purchase)
4. Campus ID

5. Campus Recreation
6. CES Resource Center (Bulletin Room)
7. Coe Library (Interlibrary loans and UWIN document deliveries only)
8. Copier Services
9. Fine Arts Ticket Office
10. Ross Hall
11. Student Health (Pharmacy only)
12. Transportation & Parking
13. Washakie Center

Typically, vendors should not charge extra (i.e. processing fee) for the use of the procurement card. Vendors may not set minimum amounts for credit card transactions per VISA regulations. In addition, the vendor 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 vendors 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 vendors call you with offers. If an unknown vendor 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 vendor that accepts the VISA credit card should accept the procurement card. If a vendor 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 vendors 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 vendor you are making the purchase for the University of Wyoming to obtain discounted pricing when available.
4. Confirm that the vendor agrees to charge the procurement card.
5. Inform the vendor that the University of Wyoming is tax-exempt. The vendor may request a tax-exempt certificate which can be downloaded from the [Procurement Services 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 vendor 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. 16th and Gibbon (required)
 4. Laramie WY 82071 (required)
9. Keep track of all transactions on the [Procurement Card Log](#) form.
10. Submit the receipts, log sheet and any other appropriate information to the department reconciler on a timely basis, as discussed with your reconciler.
11. Periodically review the [bank website](#) and report any discrepancies to the reconciler. 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.

The university is tax-exempt throughout the State of Wyoming, as well as a handful of other states. When making a purchase tell the vendor 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 look into 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 vendor's establishment.

Check yourself

- What steps are you missing if you call a vendor 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 vendors 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. As soon as possible after your purchase, but no later than the seventh working day of the following month, you must turn in your receipts to your reconciler, a person who will be designated by your department head. You will interact regularly with your reconciler. It is highly recommended that you consult with your departmental reconciler regarding their requirements.

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. Purchases are logged individually and all sales documents must be attached to the [Procurement Card Log](#). The log must include the purchase date, date received, receipt/invoice number, vendor, description of purchase, business purpose and chartfield coding for each item purchased.

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 vendor does not supply a confirmation.

The reconciler will use the receipt to verify that the amount charged by the vendor agrees with each PISTOL transaction, that the purchase complies with university policies, and that it is an allowable transaction. The reconciler will also use the description of the purchased items to assign the correct account code in the PISTOL accounting system.

Check yourself

- Is it true that after your reconciler knows that you make wise purchases, you won't need to have everything itemized on the receipts?
- 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, let your reconciler know it has arrived safely and give her/him the receipt for reconciliation. Document the date received on the receipt and on your [Procurement Card Log](#).

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 vendor for information on handling damaged goods.
- Goods received directly from vendor - contact the vendor for information on handling damaged goods.

When returning purchases, follow these steps:

1. Contact the vendor to determine the vendor'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 vendor's instructions.

4. When you get the credit receipt, submit it to your departmental reconciler. The credit will need to be reflected on your procurement log.

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

Some vendors 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 must also review their monthly statement to be certain that the vendor issued the appropriate credit on their procurement card. At any point, the cardholder can also check with the department reconciler to determine if a credit has appeared on the cardholder's account in PISTOL. UMB Bank website is another source of information on charges/credits.

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 vendor?
- 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 Department Travel 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://www.statementlook.com/stlk/pst?CID=AAA3027001&PID=STATE&TRANTYPE=STMT_SIGNIN)

. Please see [CommercialCard Cardholder Instructions](#) which can be found in Procurement Card Information section on the Procurement Services channel in WyoWeb. Reconcilers will have administrative access to all department cardholder information (please see [CommercialCard Administrative Instructions](#) which can also be found in WyoWeb). Choose "Receive Electronic Statement" as the Delivery Method. The cardholder'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 monthly statement, immediately notify a Program Administrator that your card may have been compromised, and your card will be temporarily suspended. Don't wait for another statement to confirm that your card is being misused. A temporary hold, or even the cancellation of your 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 reconciler or the cardholder should attempt to resolve the items prior to the established deadline for reconciling. Cardholder should begin resolution of the dispute with the vendor, and is to notify Procurement Services of the dispute (fax 766-2800). If this dispute cannot be resolved within 45 days of the transaction date, Procurement Services will then assist to resolve the dispute.

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 vendor. If attempts have failed, the cardholder shall attach a completed [Substitute Receipt/Dispute](#) form that includes a description of the item(s) purchased, date of purchase, vendor'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, consistently fails to provide receipts, or does not complete [Procurement Card Logs](#) in a timely manner, the department head must obtain the card and request that a Program Administrator cancel it (see Sec. R. Canceling a Procurement Card).

Duplicate Charge

If you find that a vendor has charged your card twice for one purchase you will need to work with the vendor 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/Dispute](#) form, with an explanation, will suffice as an invoice until the original is received. When received, submit the original invoice to the Accounts Payable Office.

Questionable Charges

Please be aware that although you may make a purchase with one vendor, the charge may actually show up on your statement as coming from a vendor with a different name (possibly a parent company). But, if you suspect a possible fraud, please contact a Program Administrator and your account will be placed on hold until it can be researched thoroughly to make sure that a purchase for that dollar amount was not made. 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 vendor 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 and Month-end Procedures

Transactions are downloaded daily from the bank, which enables the reconciler to reconcile on a daily basis. The bank also mails monthly memo statements to each cardholder and the reconciler receives a summary statement, which includes transactions of all cards within a department. In addition, the Accounting and Procurement Services receive a master copy of all monthly transactions, which are reviewed for prohibited purchases.

The department reconciler processes the individual procurement card transactions in PISTOL. The Accounts Payable Office makes a single monthly payment of the charges based on an invoice from the bank. The steps include:

1. The departmental reconciler reviews daily electronic transactions in PISTOL, reconciles and approves each transaction using proper chartfield coding. If the reconciler notes any prohibited use, the department head must be contacted. The department head must contact a Program Administrator with information about the prohibited purchases (see Sec. S. Card Misuse and Sanctions).
2. After approving transactions in PISTOL, the reconciler prints off a final procurement card log, attaches all purchase documentation and original receipts and obtains appropriate signatures. This log requires **three separate, original signatures**: that of the cardholder, the reconciler, and the department head. The signed log and attachments are submitted to the Accounts Payable Office.
3. Signing another person's name or using a signature stamp is not allowed. If a department head is out of the office, another staff member cannot be designated to sign on his/her behalf. In this situation, the signing authority shall go up the organizational chart. For example, if the department head is on vacation, then the dean or his/her designee shall sign on behalf of the department head.
4. The department head is responsible for handling any unusual circumstances and authorizing procurement card transactions approved by the reconciler.
5. Accounts Payable pays one invoice per month to the bank that covers the transactions for the entire university.

Check yourself

- What does a reconciler do?
- What unit makes the payment to the bank?
- The department head is on vacation; can a faculty member sign the final procurement card log as department head?

O. Timeline of Monthly Activity

The chart below outlines the monthly timeline that must be adhered to by all parties involved in the procurement card payment process. All parties need to be keenly aware of this timeframe to ensure the bank is paid in a timely manner.

Activity	Cardholder	Reconciler	Administrative
Monthly billing period.	<ul style="list-style-type: none"> Receives individual statement. 	<ul style="list-style-type: none"> Receives individual statement for all cardholders in the department. 	<ul style="list-style-type: none"> Procurement Services reviews summary statement for all cardholder transactions.
By the 7 th working day of the month.	<ul style="list-style-type: none"> Reviews with the reconciler, all transactions and provides receipts. 	<ul style="list-style-type: none"> Reviews procurement card log with cardholders. Reconciles log to documentation. Enters, validates and approves all transaction information on PISTOL. 	
By the 15 th day of the month	<ul style="list-style-type: none"> Signs final procurement card log. 	<ul style="list-style-type: none"> Signs log and obtains signature of president, vice-president, dean, director, or department head. Signed log and attachments to have been received by Accounts Payable Office 	<ul style="list-style-type: none"> Accounts Payable Office receives all procurement card logs.
By the 20 th day of the month.			<ul style="list-style-type: none"> Accounts Payable Office performs all final processes to create payment to the bank.

P. Responsibilities of Individual Units

Responsibilities of the Program Administrators

- Interact with UMB Bank to issue new cards with default chartfield coding 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 and reconcilers 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 vendors (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.
- Designate a reconciler for the department. Notify one of the Program Administrators of any reconciler changes within the department.
- Approve each Procurement Cardholder Agreement.
- Determine all transactions on the procurement card log for each statement period are allowable purchases according to university regulations and policies and approve by signing each procurement card log for the month.
- 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.
- 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 attached to the procurement card log and logged individually.
- Upon termination relinquish the procurement card to the reconciler along with the procurement card log and documentation of purchases to date.

Responsibilities of the Reconciler

- Must successfully complete cardholder and reconciler training programs.
- Reconcile and approve cardholder transactions in PISTOL, ensuring that the correct budget is being used and that there is a sufficient budget available for each transaction.
- Deliver PISTOL generated procurement card logs with necessary attachments and proper signatures to the Accounts Payable Office by the appropriate date.
- Notify a Program Administrator when an employee is leaving so that the procurement card can be cancelled. Request the card, log and documentation from any terminating cardholder so that the account can be reconciled.
- Notify department head of any potential card misuse.

Responsibilities of the University Accounts Payable Office

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

Q. 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 sales people 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 vendor. 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 vendor 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 vendors.
 - 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 kept secure at all times?

R. 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 take action. 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 call the bank, you or your department could be liable for any fraudulent charges.

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

1. Contact UMB Bank at *1-800-821-5184* 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.
2. Notify the reconciler.

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 surrender their card and current procurement card log to their reconciler. The reconciler shall notify a Program Administrator, in writing, of the change. A Program Administrator will notify UMB Bank to cancel that individual's procurement card. If the cardholder will have purchasing responsibility in their new position, a new [Procurement Cardholder Agreement](#) will need to be completed and authorized by the new department head. This form will need to be approved by a Program Administrator before a new procurement card will be issued.

Termination of Employment

Upon termination, the cardholder shall relinquish their card to their reconciler along with their current procurement card log and appropriate documentation of their purchases to date.

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?

S. 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 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, 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 vendor.
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 and reconcilers – 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 department head should review all transactions in order to identify possible misuse of the card. The review should be conducted each statement period and prior to submitting the final paperwork to Accounts Payable. By signing the procurement card log, the department head is acknowledging that all transactions were made appropriately and that no misuse has occurred. Reconcilers should notify the department head when it appears that 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 receipts as soon as they are received.
4. Give your receipts to your reconciler as soon as possible, or as discussed with department reconciler.
5. Review and verify that the transactions from the bank are correct.
6. Quickly rectify any errors or irregularities.
7. Protect your card and keep card documentation and information secure at all times.

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?

T. 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.

After you receive your card, your main contact person will be your designated reconciler. You will contact a Program Administrator in circumstances in which your reconciler is not available or in an emergency, such as a lost or stolen procurement card.

This procurement card policies and procedures manual is available online at the [Procurement Services](#) channel for future reference. 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 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 six passengers - decline the CDW/LDW
 - rated to carry 7 passengers or more - accept the CDW/LDW
 - Pickups
 - ½ ton - decline the CDW/LDW
 - ¾ ton or larger - accept the CDW/LDW
 - Trucks
 - accept CDW/LDW
- In areas outside of the United States, the collision/damage waiver or loss damage waiver will be required.
- If the p-card cardholder rents the vehicle for her/himself and will be in the vehicle at all times as either the passenger or driver, the CDW/LDW should be declined (if vehicle qualifies). Any drivers other than the cardholder must be listed on the rental agreement as additional insured drivers, but the cardholder must be in the vehicle at all times.
- If the cardholder is renting the vehicle for another person, or if the cardholder might not be in the rented vehicle at all times as either the passenger or driver, the CDW/LDW option must be accepted/purchased.

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 UW Office of Risk Management needs to be notified as soon as practical (307-766-5767).

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

Addendum II

FLEET SERVICES Tire or Mechanical Repairs of Car Pool's Vehicles While Traveling

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

Procedure to follow: If the UW Car Pool 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 Car Pool personnel at (307) 766-3229
- Identify:
 - Your name and department
 - License plate number of the UW Carpool car you are driving
 - Location where you are
 - Problem experienced
- The proper personnel at Car Pool will request to speak to the dealer's shop manager/person in charge and make arrangements for payment.
- UW Car Pool will request the vendor send the original receipt to UW, at the below address, for reconciliation purposes:
 - University of Wyoming
 - Fleet Operations / Accounting Dept.
 - Dept. 3261
 - 1000 E. University Ave.
 - Laramie, WY 82071

After business hours:

If the breakdown occurs outside of business hours, the driver should call UW Police Department. UWPD will contact one of the fleet employees to make arrangement for repair with the driver. If the driver chooses to have the repairs made without contacting fleet they can use an alternative method of payment (cash, personal check, or personal credit card). The driver needs to retain the receipt and can be reimbursed at the Cashiers Office, Knight Hall. If the driver is away for an extended period of time, the receipt may be mailed to their department who can request the reimbursement.

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

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

<i>Jonathan Doe</i>	<i>Office Assistant Sr.</i>	<i>99999</i>	<i>1234</i>
<i>Name of Cardholder</i>	<i>Title</i>	<i>EmplID</i>	<i>Last Four Digits of Social Security Number</i>
<i>Agriculture - Animal Science</i>		<i>766-0000</i>	<i>doe@uwyo.edu</i>
College & Department Name		Cardholder Work Phone Number and E-mail Address	
<i>Dept. 1111, 1000 E University Avenue Laramie, WY 82071</i>			
<i>Cardholder Statement Address (Campus address only)</i>			
<i>Jane D. Smith</i>	<i>jdsmith</i>	<i>766-0001</i>	<i>jdsmith@uwyo.edu</i>
<i>Primary Reconciler Name</i>	<i>PISTOL User ID</i>	<i>Reconciler Phone Number and E-mail Address</i>	
<i>Mary Z. Jones</i>	<i>mzjones</i>	<i>766-0002</i>	<i>mzjones@uwyo.edu</i>
<i>Secondary Reconciler Name</i>	<i>PISTOL User ID</i>	<i>Reconciler Phone Number and E-mail Address</i>	

All areas must be filled out completely

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 vendor for each transaction 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). UMB Bank representatives are available 24 hours a day. Advise the representative that the call is regarding a Procurement Card. The Cardholder should also notify the Program Administrator as soon as possible (procurement-card@uwyo.edu, 307-766-5235, 307-766-5717, 307-766-5720). Once notified, the Program Administrator will contact the bank to request that a new card be issued. A card that is subsequently found by the Cardholder after being reported lost shall give to the dean, director, or department head for destruction.
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 vendor 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 Department terminate for any reason, the University of Wyoming Procurement Card and purchase documents must be returned to the Reconciler. 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 understands that use of the University of Wyoming Procurement Card is only for the purchase of commodities subject to individual card limitations for use in official university business. All purchases must comply with university policies and regulations, including all policies the Cardholder's College/Department implements in the use of the University of Wyoming Procurement Card.

CARD AUTHORIZATION PLAN

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

The following to be completed by the Department:

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

Dollar Limit per Purchase: _____ (\$1,500 without prior approval by Program Administrator)

Monthly Cycle Credit Limit: _____ (\$5,000 without prior approval by Program Administrator)

Default Budget Coding: 1100 12345 2006 _____
Fund Dept ID Budget Ref Project/Grant

President, Vice President, Dean, Director, or Department Head Approval:

(Please note: This person must have completed the cardholder training program)

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: 01/23/06

By signing below, the Cardholder acknowledges that he/she has successfully completed the training program in the proper use of the University of Wyoming Procurement Card; and has read and understands this agreement.

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

Cardholder Signature: _____ Date: _____

The following areas will be filled out by the Program Administrator

University Program Administrator Approval:

Signature: _____ Date: _____

Card Expiration Date: _____

UNIVERSITY OF WYOMING
DEPARTMENT TRAVEL PROCUREMENT CARD AGREEMENT
(Please type or print legibly)


All areas
must be
filled out
completely

Meredith Williams

Department Travel Card Manager

Engineering - Civil & Architectural Eng. 766-0000 williams@uwyo.edu

College & Department Name Travel Card Manager Work Phone Number and E-mail Address

Dept 1000, 1000 E University Avenue

Cardholder Statement Address (Campus address only)

Jane D. Smith jdsmith 766-0001 jdsmith@uwyo.edu

Primary Reconciler Name PISTOL User ID Reconciler Phone Number and E-mail Address

Mary Z. Jones mzjones 766-0002 mzjones@uwyo.edu

Secondary Reconciler Name PISTOL User ID Reconciler Phone Number and E-mail Address

Department Travel Card Manager 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:

6. Department Travel Card Manager agrees to provide the supporting receipts from the vendor for each transaction under university policies and procedures. Failure to report or document any purchase may be deemed an improper use of the Department Travel Card.
7. If the card number is stolen the Department Travel Card Manager shall immediately notify UMB Bank (800-821-5184). UMB Bank representatives are available 24 hours a day. Advise the representative that the call is regarding a Procurement Card. The Department Travel Card Manager should also notify the Program Administrator as soon as possible (procurement-card@uwyo.edu, 307-766-5235, 307-766-5717, 307-766-5720). Once notified, the Program Administrator will contact the bank to request that a new Travel Card number be issued. A card number that is subsequently found by the Department Travel Card Manager Cardholder after being reported stolen shall be cut in half and given to the dean, director, or department head for destruction.
8. THE DEPARTMENT TRAVEL CARD MANAGER MAY NOT MAKE UNAUTHORIZED PURCHASES ON THE CARD. Department Travel Card Manager understands that he/she shall be personally liable for their own unauthorized personal use of the University of Wyoming Department Travel Card and agrees to obtain a direct credit from the vendor for the improper charge to the Department Travel Card and make payment via another payment source. (Improper use resulting from a stolen card number that is immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase is excluded from this clause). Travelers are responsible for reviewing and verifying travel arrangements made by the Department Travel Card Manager. Travelers are responsible for canceled flights and room reservations as set forth in University of Wyoming Regulation 177, Revision 7. The Department Travel Card Manager understands that his/her improper use of the Department Travel Card may be cause for disciplinary action by the University, including termination, and that improper use of the Department Travel Card may subject Department Travel Card Manager to criminal prosecution. Department Travel Card Manager understands that the university may withhold amounts attributable to improper use by the Department Travel Card Manager from any paycheck or other University of Wyoming check which may be payable to the Department Travel Card Manager.
9. Department Travel Card Manager understands that should his/her employment with his/her current Department terminate for any reason, the Department Travel Card number and purchase documents must be returned to one of the Reconcilers. The department head will designate a new Travel Card Manager and notify the Program Administrators. Department Travel Card Manager also understands that university may withdraw authorization to use the Department Travel Card and require the return of the Department Travel account information at any time for any reason.
10. Department Travel Card Manager understands that use of the Department Travel Card is **only** for the purchase of airline, shuttle, bus and train tickets and for reserving and paying for hotel rooms for official university travel. Hotel charges are limited to lodging expenses only – incidentals are not allowed on the Department Travel Card. All purchases must comply with university policies and regulations, including all policies the Cardholder's College/Department implements in the use of the Department Travel Card.

CARD AUTHORIZATION PLAN

Authorization Strategy Number: **UW07**

To be filled out by the Department:

Default Budget Coding: 1100 12345 2006 _____
Fund Dept ID Bud Ref Project/Grant

President, Vice President, Dean, Director, or Department Head Approval:

(Please Note: This person must have completed the cardholder training program)

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: 01/23/06

By signing below, the Department Travel Card Manager acknowledges by his/her signature to this agreement, that he/she has successfully completed training in the proper use of the University of Wyoming Department Travel Card; and has read and understands this agreement.

This is not to be signed until the travel manager picks up the travel card information

Department Travel Card Manager Signature Date

University Program Administrator Approval:

Signature: _____ Date: _____

Card Expiration Date: _____

The following areas will be filled out by the Program Administrator

University of Wyoming

Procurement Card Log

Cardholder: _____	Statement Start Date _____
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Card Number: XXXX-XXXX-XXXX-_____	Statement End Date _____
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PURCHASE DATE	RECEIVED DATE	REFERENCE NUMBER	VENDOR	DESCRIPTION	BUSINESS PURPOSE*	ACCT	FUND	DEPT ID	BUD REF	PROJ/GRANT	BUDGET AMOUNT	TRANSACTION AMOUNT
3/3/04	3/5/04	12345	Wyo Office Sol	Office Supplies	Office use	220500	1234	12345	2008		\$50.00	\$50.00
3/5/04	3/9/04	67890	VWR	Lab Supplies	Use in lab	225500	5678	45678		LABUSE01	\$50.00	
						225500	3210	32145		LABUSE02	\$75.00	\$125.00
3/5/04	3/5/04	UWB495	UW Bookstore	Software	Computer use	220600	9874	45678	2008		\$10.00	\$10.00
Dates are important - be sure to specify purchase and received dates.		This is an invoice # or vendor reference #	Be sure to indicate vendor name	A brief description of what was purchased - do not itemize, but generalize	Business purpose is very important - be short but precise	This is the chartfield of accounts that you want the purchase to be taken from.				This shows an example of splitting a purchase between two sets of chartfields of accounts.	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
TOTAL											\$185.00	\$185.00

Every transaction **MUST** have an itemized receipt attached to this form.

*Procurement Card Hosting Documentation Form must be submitted for each hosting event.

Cardholder Signature _____	Date _____	These two columns must equal
Reconciler Signature _____	Date _____	
President/Vice-President/Dean/Director or Department Head Signature _____	Date _____	

The signature lines will be printed on the final log that your reconciler will print from the PISTOL system after all reconciling is complete. There will need to be three separate, original signatures. No one is allowed to sign on the behalf of someone else.

Hosting or Business Event Documentation Form

NOTE: UW faculty and staff travel-related meals or lodging are NOT permitted on a UW procurement card, except as noted in the procurement cardholder procedures manual.

Cardholder Name:

Professor Smith

Purpose of the Event: Hosting Business Related Meeting

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

Vendor Name:

Altitudes Chophouse & Brewery

Date of Event:

01/15/06

Total \$ Amount:

\$150.00

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 VENDOR NAME, DATE, AMOUNT OF TRANSACTION, AND
EXPLANATION

*Vendor - Ace Hardware
Purchase of Makita cordless drill at the price of \$250.00 on 3/12/06.
The receipt was left in a pocket and accidentally washed.*

CARDHOLDER SIGNATURE Ima Receiptloser DATE 3/14/06

DEPT. HEAD SIGNATURE Ima Director DATE 3/14/06

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 VENDOR NAME, DATE, AMOUNT OF TRANSACTION, AND EXPLANATION

Vendor - Ace Hardware

Returned an item on 3/12/06 and have not yet received a credit invoice for \$34.98 - have been in contact with the vendor to try to resolve.

CARDHOLDER SIGNATURE Jonathan Smith DATE 3/14/06

International travel and use of the p-card

- Send request to the [email](#) listed below to open your card 2-3 days before trip begins
- Name of traveler
- What countries will be traveling to
- Dates of travel
- Outline of expenses
- If monthly amount is to be increased this request must come from the dept head with requested dollar amount.

Rental Cars – need to accept the CDL/LDW

Student Team Travel Only – allowed use of p-card, but not limited to the following:

- Pay for activities – theatre productions, museums, etc.
- Pay for meals
- Pay for hotels
- Pay for rental cars and gasoline

Group Travel – non student, same as student except:

- Meals – No meals unless hosting an event (hosting is considered a business meal with at least one UW employee and one non-UW employee) *Business relating meeting*

If a pin # is needed please request early. It can take a few working days to obtain from the bank.

Check your charges on the bank website often for valid transactions. Contact us immediately if a charge doesn't appear to be yours.

Call 766-5233 and ask for a Program Manager for help with a p-card issue.

E-Mail – procurement-card@uwyo.edu

Program Managers

Martha Miller

Janet Piscioti

Eric Bryant

Greg Livingston

1. Turn in your receipts on a regular basis – do not wait until the end of the month. If you are out of town when we need them, it makes for a very difficult time for everyone. You can give them to either Diane and Genee.
2. If the receipt is large enough in size, please write on the back of it the following:

The business purpose for the purchase, i.e. attending AAPG conference, conducting field research, lab supplies, computer supplies, advertising, hosting DLS speaker....

If it is for hosting a speaker or recruit, we need all of the names of those attending the meal.

The account number that it should be paid from - if you aren't sure what the numbers are, please ask us and we can work with you to figure out what they should be.

3. If the receipt is too small to write on the back of it, please attach a piece of paper with the information listed above to the receipt.