

## P-Card Information and Application Instructions:

The University of Wyoming procurement card is a VISA credit card available for non-temporary UW employees that can be used for university business. The procurement card provides a more expedient process for purchasing goods for departments. The p-card is intended to be used as an additional method for purchasing goods, not as a replacement for purchase orders. Purchases made with a p-card must be in accordance with federal, state, and university statutes, regulations, policies and procedures. Additional information on p-card usage is available in the Procurement Card Policies and Procedures manual on the [Financial Affairs](#) website.

To apply for a p-card, an individual must request a card through his or her department. If the department head believes that it is appropriate for said individual to have a card, a completed Procurement Cardholder Agreement form must be submitted to the Program Administrators at [procurement-card@uwyo.edu](mailto:procurement-card@uwyo.edu) for approval. Note that the department head or an appropriate signee's approval signature is required in order for the application to be processed. By signing the agreement, the department head is authorizing the cardholder to make purchases on behalf of the department and the university.

Once approved, the applicant will be contacted to sign up for the training program. After the individual completes the program, and signs the cardholder agreement signifying successful completion, a Program Administrator or designee will issue the card. New cards are shipped to the applicant's department address.

Department, laboratory, and travel procurement cards options are also available for departments. For additional information please contact [procurement-card@uwyo.edu](mailto:procurement-card@uwyo.edu).

\*Due to COVID-19, electronic signatures may be used in lieu of a physical signature. Any signee using an electronic signature must send an email indicating approval for the agreement to [procurement-card@uwyo.edu](mailto:procurement-card@uwyo.edu) in order for it to be accepted.