

P-Card Information and Application Instructions

The University of Wyoming procurement card is a VISA credit card available for full time faculty, staff, and graduate research/teaching assistants. 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/director believes that it is appropriate for said individual to have a card, a completed Procurement Cardholder Agreement form must be submitted to Procurement at 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 receive training instructions via email. After the individual completes the training, and signs the cardholder agreement signifying successful completion, Procurement will issue the card. New cards are shipped to the applicant's department address.

Department and travel procurement cards options are also available for departments. For additional information, please contact procurement-card@uwyo.edu.

*Electronic signatures may be used in lieu of a handwritten signature. In order for the agreement to be accepted, any signer using an electronic signature must send an email indicating approval for the agreement to procurement-card@uwyo.edu.