

**PROCUREMENT CARDHOLDER AGREEMENT**  
**(Please type or print)**

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<i>Name of Cardholder</i>	<i>Position/Title</i>	<i>EmplID</i>	<i>Last Four Digits SSN</i>
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<i>College/Department Name</i>	<i>Cardholder Work Phone Number</i>	<i>E-mail Address</i>
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*Cardholder Statement Address: Dept Number, Street Address, City, State, Zip Code*

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 as designated by the Program Administrator (is considered to be the Procurement Services Manager or designee) 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, 888-494-5141 or 816-843-2000). UMB Bank representatives are available 24 hours a day. Advise the representative that the call is regarding a Procurement Card. The Cardholder must contact the Program Administrator (307-766-5233) to notify them of the cancellation. A Program Administrator will then authorize the bank to issue a replacement card. A card that is subsequently found by the Cardholder after being reported, lost shall be cut in half and given to the dean, director, or department head.
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 College/Department terminate for any reason, the University of Wyoming Procurement Card and purchase documents shall be turned in to the department accountant. 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 acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the University of Wyoming Procurement Card; has received, read and understands the University of Wyoming Procurement Card Procedures; and has read and understands this agreement.

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

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

Dollar Limit per Purchase: \_\_\_\_\_ (\$4,999 without prior approval)

Monthly Cycle Credit Limit: \_\_\_\_\_ (\$7,500 without prior approval)

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**UNIVERSITY PROGRAM ADMINISTRATOR APPROVAL  
(PROCUREMENT SERVICES USE ONLY)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CARDHOLDER SIGNATURE  
DO NOT SIGN UNTIL TRAINING HAS BEEN COMPLETED**

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Card Expiration Date: \_\_\_\_\_