



Definitions for the Different Types of University Procurement Cards

May 2025

What is a P-Card? University of Wyoming Procurement Card (P-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. The P-Card is intended to be used as an additional method for the purchase of goods, not as a replacement for purchase orders (POs) or inter-departmental transfers (IDTs). A P-Card may be issued to a university employee (individual, faculty member, staff, or graduate research, teaching, administrative assistant, or graduate fellow).

Individual Card

A university credit card assigned to a single cardholder and whose name appears on the physical card. The individual card cannot be shared with or used by anyone other than the individual whose name appears on the card. Examples of when an individual card should be used include the purchase of goods and services that total less than \$4,999 and particularly lodging and rental car expenses or other instances where a physical credit card issued in the name of the cardholder is required.

Ghost Travel Cards:

A unique type of PCard without a physical plastic card whereby only an account number is created and assigned to a card manager(s) to be used for travel expenses where a physical card is not required. Examples of purchases where ghost cards may be appropriate payment methods include online travel purchases such as booking individual or group airfare, purchasing e-tickets, and in some cases lodging. The ghost travel card is not a suitable payment method when a physical card is required which frequently includes lodging and most rental car reservations. To allow for group travel, the ghost travel card has a higher single transaction and monthly cycle limit.

The account number should not be shared or saved by individuals other than the card manager. In some instances, a hotel may accept an Credit Card Authorization Letter in lieu of a physical card at the time of check-in. To prevent challenges at the time of check-in, the travel card manager must identify the lodging suppliers requirements to determine if a ghost travel card is an appropriate payment method. If a Ghost Travel Card is not a feasible payment method, an individual PCard should be used by the traveler. In rare cases where students are traveling without a university employee, please contact Procurement & Payment Services for assistance.

**Department Card:**

Pcard card assigned to a single card manager for use in a specific department with the intended purpose of checking in/out the card to university employees and students who are not otherwise eligible for an individual PCard or whose purchasing activities are so infrequent that an individual PCard is not practical. The Department Card information cannot be saved in web browsers or personal apps and must be checked in/out from the card manager. A checkout log should be used to determine whose possession the card was in at the time of any given purchase.

Lab Card:

Pcard assigned to a card manager for use in a specific lab area with the intended purpose of checking in/out the card to university employees and students who are not otherwise eligible for an individual PCard or whose purchasing activities are so infrequent that an individual PCard is not practical. The Lab Card information cannot be saved in web browsers or personal apps and must be checked out from the card manager. A checkout log should be used to determine whose possession the card was at the time of any given purchase.