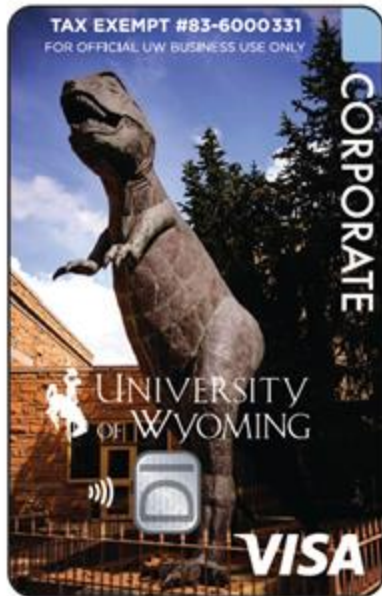


P-Card 101



Overview

P-Card 101 Topics

- What is a P-Card?
- Card Types and Purchasing Strategies
 - Roles & Responsibilities
 - Quote & Bid Threshold Policy
- Purchasing with P-Card
 - Business Purpose & Documentation
- Common Issues
- Frequently Asked Questions
- Policies and Procedures & Additional Resources

What is a P-Card?

- The 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).

Card Types and Purchasing Strategies

Individual Card

- Issued in the individual's name
 - Individual responsible for all card activity and ensuring transactions are reconciled
 - Individual can delegate an appropriate employee to reconcile transactions within WyoCloud
- Used for any expense that falls under the allowable items within the Procurement Card Policies & Procedures Manual unless restricted by the college/department
- Monthly credit limit of \$7,500 and single transaction limit of \$4,999

Department/Lab Card

- Issued in Department or Lab's Name
 - Assigned to an individual in WyoCloud for reconciliation
- Used for purchasing goods/services on behalf of the department by employees who don't purchase items often and don't need a permanent individual card, or students who are not eligible to have p-cards
 - Card check-out process managed by the individual assigned to the card in WyoCloud
- ***Cannot*** be used for travel expenses
- Monthly credit limit of \$7,500 and single transaction limit of \$4,999

Travel (Ghost) Card

- This is a “ghost card” in that there is no physical card, just a number on a paper document
- Each department may have one central travel card in the department’s name
 - Tied to an individual in WyoCloud for reconciling. This individual is responsible for the validity of the purchases so the travel card should be limited to who has access to the card.
- Used ***only for*** travel expenses: lodging, commercial transportation, baggage fees, etc.
- The Travel Card can be used by a Travel Agent or on the internet
- Monthly credit limits of \$15,000 and a single transaction limit of \$9,999

Roles & Responsibilities

- Keep the P-Card secure. Lending or sharing of an individual P-Card is **not** allowed.
- Never send P-Card account number via text, email, messaging, etc.
- Never save the P-Card account number as a default or saved payment method for any website.
- Follow policies related to originating transactions and understand the university's policy and guidance.
- Obtain the original itemized sales documents/receipts for all purchases and attach all sales documents/receipts to the related Expense Item(s) in WyoCloud, such as:
 - invoices
 - cash register tapes
 - credit card slips
 - e-mail order confirmations, etc.

Roles & Responsibilities

- Reconciliation of P-Card transactions in the Expense Module should be done regularly throughout the month and completed within 30 days of the posted transaction date for timely financial processing and identifying fraudulent transactions.
 - Cardholder can assign delegate if appropriate to reconcile on their behalf.
 - P-Cards with transactions that have not been reconciled within 30 days of the posted date will be temporarily suspended until those transactions in question are reconciled, and the Expense Report is submitted, approved by all required approvers, and paid.
- Immediately report fraudulent charges or a lost/stolen card to Procurement Services and/or the bank.
- Upon termination, notify Procurement Services and shred card. Process all outstanding expenses in WyoCloud before last work-day.

Purchasing with P-Card

- Identify a business need/purpose for goods and/or services.
 - All University-related business expenses require clear, complete, and accurate supporting documentation.
 - [Business Purpose Guide](#)
- Check as many sources of supply as is reasonable to assure best price, delivery, and compliance with policy and procedures.
- Inform the supplier of tax-exempt status before processing payment.
- Obtain an itemized receipt
- Track and reconcile all transactions in WyoCloud

Purchasing with P-Card

Keep in mind:

- 5 W's - All University-related business expenses require clear, complete, and accurate supporting documentation. A detailed business purpose should contain:
 - **who** the transaction benefits
 - **what** the transaction is for
 - **when** the goods or services will be needed
 - **where** the goods or services will be used/consumed
 - **why** the goods or services are needed
- Any contract or agreement must be submitted through the Contracts Module for review by General Counsel regardless of dollar amount.
- Splitting a transaction to circumvent purchasing thresholds and authorized limits of the p-card is not allowable.

Common Issues

- Sales Tax
- Personal Purchases
- Tipping 20%
- Per Diem for individual meals while traveling
- Alcohol and related expenses
- Not reconciling within 30 days
- Fraud (45 days to report)
- Disputes (60 days to submit)

Frequently Asked Questions

- Allowable or Unallowable
- Travel expenses
- Transaction declining
 - Card account information entered incorrectly
 - Not enough available credit
 - Purchasing strategy of account
 - Possible fraud block on account
- Exceptions to purchasing limits and strategies

Policies and Procedures & Additional Resources

[Procurement Services Manual](#)

Details Allowable/Unallowable purchases and who has authority to make purchases

[Procurement Card Manual](#)

Guidance on proper use of university P-Card

[Procuring Goods and Services Guide](#)

How to purchase goods and services in compliance with all university requirements

[Quote & Bid Threshold Policy](#)

Incorporates all Federal, State, and University requirements

[University Travel Policy](#)

Describes allowable travel expenses and reimbursements for both employees and non-employees

[Know before you Go - Traveling with a P-Card](#)

Do's, Don'ts, FAQ's, and other helpful information to make the most out of traveling with your UW P-Card

[Business Purpose Guide](#)

Clear business purpose that must support or advance the University's goals, objectives, and mission

Procurement Support Resources

Training
and
Assistance

<https://www.uwyo.edu/procurement/>

Schedule an appointment below:

MAKE AN APPOINTMENT

or

**Join our virtual drop in session held every
Tuesday from 10:00am - 11:00am MT:**

JOIN VIRTUAL DROP IN SESSION

Thank you!

Contact us:

Procurement & Payment Services

Phone: 307-766-5233

Procurement Services email: procurement@uwyo.edu

Payment Services email: accounts-payable@uwyo.edu

P-Card email: pcard@uwyo.edu

New Supplier Requests email: suppliers@uwyo.edu



Questions?