

Procurement Card Agreement - INDIVIDUAL

Send completed agreement to pcard@uwyo.edu



UNIVERSITY
OF WYOMING

Procurement and
Payment Services

Please indicate submission type:

New P-Card

New Approval Authority

Transfer to New Department

Monthly Cycle Credit Limit Request

Name Change (old name) _____

(agreement must be fully completed)

CARDHOLDER INFORMATION

Name of Cardholder _____

UW email _____

Position/Title _____

Work phone _____

College _____

Department _____

Required: [Person/Employee Number](#) _____

Required: W# ([WyoWeb Student ID](#)) _____

Cardholder Work Address _____

Dept number (4-digit campus delivery code) _____

(personal home address not allowable)

Laramie campus: 1000 E University Ave, Laramie, WY 82071

Other university location: _____

This section for GRADUATE FELLOW endorsed cardholder

Employee endorsing Graduate Fellow _____

Work phone _____

Position/Title _____

UW email _____

Signature _____

HCM Person/Employee Number _____

CARD STRATEGY & LIMITS

Purchasing Strategy:

Standard Controls

Transaction Limit per Purchase:

\$4,999

Monthly Cycle Credit Limit:

\$7,500

Requested Monthly Cycle Credit Limit: _____

(must be approved by Approving Authority and Procurement Services)

APPROVAL AUTHORITY SIGNATURE - *Department Head, Director, Dean, Associate Vice President, Vice President, President*

Approval Authority's Name _____

Title _____

Signature _____

Date _____

THIS SECTION COMPLETED BY PROCUREMENT SERVICES

Training Completion (date) _____

Reviewed by: _____

Confirm HCM (date) _____

Procurement Services Signature _____

Date _____

CARDHOLDER AGREEMENT

I, _____, agree to accept responsibility for the protection and proper use of the University of Wyoming Procurement Card (P-Card) in accordance with the terms and conditions below:

1. Cardholder understands they are being entrusted with an University of Wyoming P-Card and will be making financial commitments on behalf of and for the benefit of the University of Wyoming and will strive to obtain the best value for the organization.
2. Cardholder agrees to use the University of Wyoming P-Card only for actual and necessary business expenses and, under no circumstances, will use, or permit others to use, the University of Wyoming P-Card to make personal purchases or purchases unrelated to the business of the University of Wyoming. Cardholder further agrees that during the term of this agreement, they are the only individual entitled to use the University of Wyoming P-Card issued in their name.
3. Cardholder understands that they shall be personally liable for any improper use/misuse of the University of Wyoming Procurement Card and agrees to obtain a direct credit from the supplier for the improper charge to the P-Card and make payment via another payment source. The Cardholder understands that their improper use/misuse of the University of Wyoming P-Card may be cause for disciplinary action by the University, up to and including termination, and that improper use of the University of Wyoming P-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 agrees to provide the supporting documentation from the supplier for each transaction as designated by Procurement & Payment Services under university policies and procedures. Failure to report or document any purchase may be deemed an improper use of the P-Card.
5. If the card is lost, stolen, or misplaced, the Cardholder shall immediately notify U. S. Bank at 1-800-344-5696. U. S. Bank representatives are available 24 hours a day, 7 days a week. Advise the representative that the call is regarding a Procurement Card. Cardholder understands that failure to notify U. S. Bank of the theft, loss or misplacement of the University of Wyoming P-Card will make them personally responsible for any fraudulent or unauthorized use. The Cardholder must also contact *Procurement Services to notify them of the cancellation. Procurement Services will then authorize the bank to issue a replacement card.*
6. Cardholder understands that should their employment with their current College/Department be terminated for any reason, the University of Wyoming Procurement Card and purchase documents shall be surrendered upon request of any authorized representative of the University of Wyoming. The Cardholder understands that the university may withhold their final paycheck until the University of Wyoming Procurement Card is returned. Cardholder also understands that the university may withdraw authorization to use the University of Wyoming P-Card and require the return of the University of Wyoming P-Card at any time for any reason.
7. Cardholders understands that P-Card Training is required annually to maintain P-Card privileges.
8. Cardholder acknowledges by their signature to this agreement, that they have received training in the proper use of the University of Wyoming Procurement Card; has received, read, understands, and will follow the University of Wyoming Procurement Card Policies & Procedures; and has read, understands, and will follow this cardholder agreement.

Please sign and date when requested by Procurement Services

Cardholder Signature _____

Date _____