



Procurement and  
Payment Services

# PROCUREMENT CARD POLICIES AND PROCEDURES

*Revised November 2024*

For questions please contact:

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Cardholders are encouraged to contact Procurement Services at the following e-mail address, [pcard@uwyo.edu](mailto:pcard@uwyo.edu), for all questions and requests. Using this e-mail address will ensure faster response to your inquiry.

## **OVERVIEW**

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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 as well as the procedures outlined in this manual. The procurement card helps to facilitate a more expedient procedure for purchasing goods and services for departments and is intended to be used as an additional method for the purchase of goods and services, not as a replacement for purchase orders.

All forms referenced throughout this manual can be found on the Financial Affairs website in the [forms](#) and [policies and reference material](#) subsections.

## **TYPES OF P-CARDS**

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### **Individual P-Card**

An individual procurement card may be issued to a full-time university employee (individual faculty, staff, graduate research/teaching/administrative assistant, or graduate fellow). An individual must request a card through their department. *Please see “Applying for a P-Card” section for more details.*

Individual p-cards are issued in the name of the authorized individual\*. These cards have a monthly credit limit of \$7,500 and a transaction limit of \$4,999. The individual P-Card can be used for any expense that falls under allowable purchases within the Procurement Card Policies & Procedures unless restricted by the college/department. Individuals are responsible for all card activity and ensuring transactions are reconciled in a timely matter. However, individuals can delegate another employee to reconcile transactions within WyoCloud on their behalf.

\* Due to the unique nature of Graduate Fellowships these cardholders (authorized individual) must be endorsed by a benefited employee in the department. This person will be assigned as the card manager in WyoCloud and will be responsible for the reconciliation of p-card transactions made by the cardholder.

### **Department P-Card**

The department card is issued to an internal department (i.e., business unit) rather than a specific cardholder. The card must be checked out to employees or university students who do not have their own individual procurement card. They are primarily used for purchasing goods/services on behalf of the department. The card will be in the name of the department/lab, with Procurement Services assisting in assigning a name for the card. The department/lab card agreement is available under Department Procurement Card Agreement on the [Financial Affairs website](#).

The department P-Card has the same limits (monthly limit = \$7,500 and transaction limit = \$4,999) as an individual procurement card and can be used for any expense under allowable purchases, **EXCEPT:**

- The card cannot be used for travel expenses – *Please see “Travel (Ghost) Card” information below.*

Each department card can have up to three coordinators, one of which will be assigned to reconcile charges for the card in WyoCloud. Each card coordinator will need to have gone through the procurement card training and is ultimately responsible for the safekeeping of the card, as well as checking out the card to authorized individuals. Department cards need to be kept in a safe place and **are not to be given to non-UW personnel to make purchases**. The coordinators are responsible for explaining the approved uses to the person and check out the card using a department card check-out log (A check-out log example will be provided upon creation of the card). The coordinator needs to let the person checking out the card know the following:

1. Unauthorized or personal purchases are the responsibility of the person checking out the card and should never be purchased with the department card.
2. The person is responsible for obtaining itemized receipts and bringing them back with the card.
3. What they can and can't buy. Upfront knowledge of what they will be buying is a MUST.
4. When they are expected back with the card and receipts. Some departments are putting a time limit on how long a card can be checked out (it is not recommended that the card be checked out overnight). The card shouldn't be signed out for a long duration.
5. They must have a UW ID if they are asked to provide it.

Further detailed information will be given out with the department card upon its creation.

### **Travel (Ghost) Card**

Each department may have one central travel card in the name of the department that can be used to pay for certain employee travel expenses. The [Travel Procurement Card Agreement](#) form to be filled out by the person who has been designated as the Travel Manager for the department. The card is a ghost card, meaning there is no physical card, only a 16-digit card number. The travel card is only used to purchase airline, shuttle, bus, and train tickets and to reserve and pay for hotel rooms for official university travel. It can be used at travel agencies as well as internet travel sites. Travel (ghost) cards have higher monthly limits starting at \$15,000 and have a single transaction limit of \$9,999.

Individuals making hotel reservations are encouraged to speak to a manager or hotel sales manager to ensure that a ghost travel card will be accepted. At the request of the department, Procurement Services can provide an authorization letter to the traveler. The letter will indicate the traveler's name and check-in and check-out dates. Letters are created on a case-by-case basis. Please send requests to [pcard@uwyo.edu](mailto:pcard@uwyo.edu).

It is highly recommended that the Travel Manager, as well as one other individual in the department, hold the information concerning the card. The Travel Manager is responsible for the validity of the charges on the card and could potentially lose this control if the number is given to others.

### **APPLYING FOR A P-CARD**

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The University of Wyoming procurement card is a credit card available only for full time faculty, staff, and graduate research/teaching assistants. Pooled position employees are not eligible for procurement cards.

To apply for any of the above P-Cards, an individual must request the card through their department and approval authority. If the approval authority (i.e. department head, director, dean, AVP, VP, or President) deems it necessary for the individual or department to have a card, a completed Procurement Card Agreement ([individual, department, or travel](#)) with the approval authority signature must be submitted to Procurement Services at [pcard@uwyo.edu](mailto:pcard@uwyo.edu).

Once Procurement Services reviews the P-Card agreement, the individual(s) complete training and sign the cardholder agreement signifying successful completion. Procurement Services will issue/order the card once a signed agreement is received. New cards are shipped to the department address found on the submitted P-Card agreement.

P-Card is required annually to maintain P-Card privileges. P-Card agreements must be updated if any information on the agreement changes (i.e. address change, permanent limit change, approval authority change, etc.).

## **PROPER P-CARD USE**

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The Procurement Services department is committed to purchasing best practices and policies that are compliant, responsible and appropriately support the university's goals and mission. Accordingly, those who are making purchases on behalf of or doing business with the university, must follow the applicable [purchasing policies and guidelines](#) as well as the [Bid/Threshold Policy](#) and the [Travel Policy](#). Cardholders are agents of the university. Therefore, cardholders must always consider the procurement card objectives and follow the policies of the university when making purchase decisions.

P-Cards may be used for purchases (of \$4,999 or less) as long as the purchase does not require a signed agreement and is not specifically prohibited. **Personal purchases are not allowed on the procurement card.**

Reconciling transactions in a timely manner is important to ensure accurate and up-to-date financial reporting. P-Card expenses should be reconciled and approved as soon as possible after charges are incurred, but no later than 30 days after charges are posted to WyoCloud. Failure to complete reconciliation and approvals within 30 days of transactions will result in temporary suspension of your P-Card.

Cardholders who do not comply with university policies and procedures may have their University of Wyoming cardholder privileges revoked. Misuse of the P-Card may result in disciplinary action, up to and including termination of employment. Unallowable expenses are the personal responsibility of the cardholder and must be reimbursed to the university.

## **ROLES & RESPONSIBILITIES**

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### *Cardholder*

- 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.
- Reconcile P-Card transactions in the Expense Module should be done regularly throughout the month. \*Cardholder can assign delegate if appropriate to reconcile on their behalf.
- All P-Card transactions must be reconciled within 30 days of the posted date. 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 or stolen card to Procurement Services and/or the bank. *Please see "Card Security and Fraud Prevention" section for more details.*
- Upon termination, notify Procurement Services and shred card. Process all outstanding expenses in WyoCloud before last work day.

#### *Procurement Administrator/Procurement Department*

- Interact with the bank to issue new cards and approve card limits for individuals.
- Terminate cards (voluntarily or involuntarily).
- Educate new cardholders on responsibilities and obtain signed agreement forms from cardholders.
- Assist departments in resolving errors, disputes, returns and credits with suppliers (if initial attempts by the department are unsuccessful).
- Notify the department head/appropriate authority concerning misuse of the P-Card.

#### *Payment Services*

- Conduct audit reviews of cardholder transactions.
- Perform all final processes to create a payment to the bank.

### **PURCHASE LIMITATIONS**

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There must be limits on purchase amounts to avoid misuse and to protect the cardholder. Thus, the cardholder must track and total their own purchases to avoid exceeding the limits. Cardholders are encouraged to use the UMB Online Banking to track purchases and compare to transactions within WyoCloud. *Please see “UMB Online Banking” section for more details.*

University-wide standard limitations\* on card use include:

- Maximum value of one transaction: \$4,999 including shipping, handling, and special charges.
  - If you find your purchase will exceed this limit placed on your card, a requisition/purchase order should be used for that purchase.
- Maximum monthly credit limit: \$7,500
  - Monthly credit limit amounts reset the first of every month
  - Reconciling transactions does not allow more credit on the card
- Restricted Merchant Categories (MCC) based on card strategy
  - Merchants are assigned a Merchant Category Code (known as MCC) by their bank/card processor defining the type of services or goods they provide. The university restricts access to categories based on card strategy to prevent certain types of transactions due to policy and/or tax compliance regulation.

*\*Exceptions to the purchase limitations can be authorized by Approval Authority and Procurement Services. Please see “P-Card Declines and Exceptions” section for more details.*

**At no time is it acceptable to split a purchase into multiple transactions to circumvent the single purchase limit or to use multiple cards for one purchase.**

As the University of Wyoming receives external research dollars (such as federal grant awards), we must comply with the directives outlined in the [Uniform Guidance](#).

### **PROHIBITED PURCHASES**

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Policies concerning the acceptable and unacceptable uses of the University of Wyoming procurement card have been established to protect the university, cardholders, and suppliers. In addition, the cardholder must be aware of budgetary limits within the accounts they are authorized to use, as well as internal limitations on the use of the card that may be set by the cardholder’s department.

Following is a list of common **PROHIBITED** purchases (**not exhaustive**):

- Alcoholic beverages – University funds cannot be used to pay for alcohol and alcohol related expenses
- Any purchase over \$4,999 – Must be put on a PO unless exception is made
- Automotive service and repair - Contact Fleet to arrange service for university owned vehicles.
- Awards, gifts & donations
- Campus purchases (Transportation & Parking, Fine Arts Ticket Office, University Bookstore, Cashier Office, etc.) – Should use an Inter-Departmental Transfer (IDT) when possible
- Cash advances
- Cellular phones and airtime for cellular phones
- Computers (\*see below)
- Capital Assets
- Contracted/Professional services (\$4,999 and over)
- Equipment (\$4,999 and over per unit)
- Fines, late fees, and penalties - Including parking tickets
- Honorariums
- Leases and rental of office or residential space - Requires a contract
- Maintenance agreements (e.g., computer maintenance agreement which involves a contract/agreement prior to payment)
- Meals and incidental expenses for employee travel (see “*Travel Expenses*” section for further explanation)
- Moving expenses - Personal obligation of the newly hired employee and may or may not be a reimbursable expense through the hiring department
- Personal items – Clothing & apparel, sunscreen, toiletries, sundries, groceries, etc.
- Purchases involving trade-in of UW property (must be tracked by Property Office)
- Radioactive materials (must go through RMMC)
- Sponsorships
- Telephone equipment (must go through Telecommunications)
- UW vehicles, including maintenance or contracted services
- Weapons and ammunition

\* The University of Wyoming has a strategic contract with CDW-G for computers and should only be made through [WyoCloud](#). IT has approved the devices available from CDW-G based on the value to the university and their ability to support them. Computer accessories, such as monitors, and keyboards, can be purchased from other suppliers. Apple products must be bought from the University Store.

Requests for exceptions can be made by sending an email to [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) which will generate a ticket for IT staff to review.

Although things such as gifts, funeral flowers for alumni, alcohol purchased during a dinner for a recruit, etc. may not be purchased with the P-Card, departments may have discretionary funds that are held at UW Foundation for those types of purchases. Please contact your department head/financial representative for more information. You may also reference the [Foundation Funds Business Process Guide](#) and [Foundation Funds Purchases Flowchart](#)

Digital wallet apps like Venmo, Apple Pay, Samsung Pay, etc. are not approved methods of payment and University P-Cards should never be associated with a cardholders personal, third-party digital wallet apps. Cardholders can pay an invoice or “check out” with a business merchant who uses PayPal for Business but cannot pay individuals or set up a PayPal account with their P-Card.

## **ALLOWABLE PURCHASES**

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Procurement cards may be used for the acquisition of materials and goods up to and including the single purchase limit and monthly limits as granted to the individual cardholder (total transaction amount includes delivery, shipping, or special handling). Materials and goods include most consumable office and lab supplies, books, computer software, conference registration, and hosting expenses (for example, taking recruits or speakers to a meal and paying for their hotel charges).

Following is a list of common **ALLOWABLE** purchases (**not exhaustive**):

- Advertising
- Airline tickets - Including checked baggage fees
- Books
- Business Event - Departments needing to provide food for employee business events must fill out “Hosting or Business Event Documentation Form” for each event
- Catering services - If the supplier is on the approved catering list
- Commercial printing
- Commodities purchased for resale to departments
- Computer software – Must confirm ITAR/ETAR and VPAT compliance. Please reach out to Procurement Services for assistance.
- Equipment
- Fuel - Non-motor vehicle use (e.g., propane gas)
- Gasoline for UW vehicles (write the UW vehicle # on the receipt) or for rental car
- Hosting expenses for recruits and speakers (meals and lodging) - Departments needing to provide food for hosting events must fill out “Hosting or Business Event Documentation Form” for each event
- Lodging and tax expenses (outside of the State of Wyoming) - Only for employee travel. Business related phone, internet and parking charges are allowed.
- Memberships- Includes professional licenses, continuing education
- Novelties - Products bearing UW’s name/logos/graphics/ trademarks must be purchased from an authorized licensee. Contact the Trademark/Licensing Office with questions at 766-5646.
- Office Supplies
- Photocopying
- Postal charges - Includes the purchase of stamps and sending Priority Mail
- Pre-Loaded Debit/Cash Cards for Academic Research Incentives and/or Compensation for participation in Academic Research Studies (see below)\*
- Publication charges, page charges and reprints
- Registration fees
- Rental of equipment (e.g., overhead projector, projector screen)
- Research supplies and materials (lab supplies, medical supplies and chemicals used *directly* in scientific research)
- Subscriptions deemed necessary
- University issued work clothing (cleaning and alterations allowed)
- Vehicle rental – (Avis, Hertz, National, Alamo, Budget, Thrifty, Dollar, etc.) - You may purchase gasoline for rental vehicle

**Note: Tipping for Business/Hosting Events and Rideshares cannot exceed 20%**

\*Reconciling expenses for the purchase of pre-loaded debit/cash cards, will require the original point of sale receipt, a [completed Pre-Loaded Debit/Cash Cards Exception Form](#) that includes what is the [business purpose](#) of the cards, and evidence of receipt by participant and/or distribution. Pre-loaded debit/cash cards are not allowed to be purchased ahead of research participation completion and extras cannot be stored within a department. Academic Research Incentives/Compensation are to incentivize those who participate as subjects in University Sponsored Academic Research.

For tax and reporting purposes, individuals that are anticipated to receive research compensation of \$600 or more within a single calendar year MUST be paid through WyoCloud via the [Supplier Self-Registration](#) process.

## **P-CARD DECLINES & EXCEPTIONS**

The most common reasons for declining transactions and/or exceptions needed on P-Cards are listed below.

Declines/exceptions to the purchase limitations will need to be authorized by your Approval Authority and Procurement Services. Final authority on any exceptions rests with Procurement Services.

- Your Approval Authority can be found on page 2 of your P-Card Agreement. If your Approval Authority has changed, a new P-Card Agreement must be filled out and sent to Procurement Services.

As a cardholder, you should always check your UMB account before reaching out to Procurement Services. If you feel your situation is not addressed below, please email us at [pcard@uwyo.edu](mailto:pcard@uwyo.edu).

To check your card balance, transactions, and monthly cycle limit, please access your UMB Online Banking account at <https://www.umb.com/>. If you do not have a UMB Online Banking account set-up, please see the instructions located on the [Financial Affairs website](#).

You can also call the customer service line (1-888-494-5141) found on the back of your card to check your card balance.



1. **There are not enough remaining funds in monthly cycle limit balance.**

If you would like to request a temporary increase to your monthly credit cycle limit, please have your approval authority send an email to [pcard@uwyo.edu](mailto:pcard@uwyo.edu) describing the amount of the increase, why the increase is needed, and the term of the temporary increase.

As of note, monthly cycle limit amounts reset the first of every month.

2. **The purchase is over the single transaction limit.**

The default transaction limit for the majority of P-Cards is \$4,999 per transaction.

Transactions over \$4,999 need to be completed through the requisition/purchase order process.

If you would like to request an exception to your single transactions limit, please send an email to [pcard@uwyo.edu](mailto:pcard@uwyo.edu) describing why the purchase cannot go on a purchase order, what the purchase is, what the purchase is for, the supplier's name, and the amount.

3. **The purchase is for a restricted merchant category code or your card is declining for fraud.**

If the above scenarios do not apply to your purchase and you believe that the supplier may be a restricted category or your card is declining for fraud, please send an email to [pcard@uwyo.edu](mailto:pcard@uwyo.edu) describing what the purchase is, what the purchase is for, the supplier's name, and the amount.

**\*Note that additional follow-up questions and/or approvals may be needed to assess and resolve your request.**

## **TRAVEL EXPENSES**

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Per the [Travel Policy](#), all travel must have prior authorization even if the travel is at no cost to the university. Travel expenses represent a greater risk for card misuse. Therefore, special regulations apply to travel and meal transactions.

The individual and travel (ghost) card are both available for travel purposes. **One important travel restriction for both cards is that they cannot be used to pay for individual employee meals while on travel status.**

*Individual P-Card* may be used to pay for:

- Conference registration fees - An employee can use their card to pay registration fees for a conference.
  - Optional meals and/or lodging may be paid if located on the registration form and payable to the conference. Those meals must be deducted from any per diem requests. Membership fees may also be paid if needed and part of the registration. Optional entertainment fees or options that include alcohol cannot be paid with the individual card.
- Commercial transportation such as airline tickets, shuttles, buses, taxis, ferries, rideshares and rental cars. Checked baggage fees charged by a transportation company are allowed.
- Lodging Expenses - University travelers may use the individual procurement card to pay lodging expenses for university authorized travel. Lodging expenses are limited to room and tax charges. In the State of Wyoming, University of Wyoming is exempt from paying sales and lodging taxes. This information should be provided when procuring a room.
  - In addition, business related phone, internet and parking charges are allowed.
  - Any other travel, including incidental charges (meals, movies, laundry, etc.), are not allowed and will be the responsibility of the traveler. These incidental expenses can be reimbursed to the traveler through the normal reimbursement process after the trip has been completed. See the [Travel Policy](#) for more details.

*Travel (Ghost) P-Card* may be used to pay for:

- Commercial transportation such as airline tickets, shuttles, buses, taxis, ferries, and rental cars. Checked baggage fees charged by a transportation company are allowed.
- Lodging Expenses - Lodging expenses are limited to room and tax charges. In the State of Wyoming, University of Wyoming is exempt from paying sales and lodging taxes. This information should be provided when procuring a room.
  - In addition, business related phone, internet and parking charges are allowed.

The university procurement card cannot be used to pay expenses for family members or any individual not traveling on official university business. No university payment method may be used for unallowable expense.

#### *Student Travel*

In lieu of cash advances for student travel, the individual P-Card may be used to pay for certain travel expenses. **Student travel includes expenses for students and the accompanying faculty/staff/administrators that are traveling to attend a university sanctioned event.**

- The individual procurement card may be used to pay lodging charges, commercial transportation and meal expenses related to student team travel.
- Employee meals may also be included with the student meals and will need to be deducted from the employee's per diem reimbursement.

#### *Business Related Meeting*

A Business meeting is defined as purchase of food and/or beverages for employee-only business events. The event must have a legitimate business purpose that is clearly defined under the description in the Expense Report. If the business related meeting is being conducted while on a travel status, per diem for each employee must be claimed. It is required that users identify the attendees when submitting a reimbursement using the [Hosting or Business Event Documentation Form](#). Gratuity cannot exceed 20% for the group.

#### *Hosting expenses for recruits and speakers*

Meals that involve employment recruits and speakers are allowed. A hosting event must include at least one university employee and a recruit or speaker. A [Hosting or Business Event Documentation](#) form shall be filled out for each event hosted. This sheet includes purpose of the event, supplier name, date of event, total amount, list of attendees, and contact information for an individual with knowledge of the event. The itemized receipt is to be attached to this form. Alcohol CANNOT be included.

#### *Travel Expenses for Non-UW Employees*

The following travel expenses for employment recruits can be paid for using a P-Card if a service is **NOT** being provided by the non-employee.

- Lodging expenses for recruits. Departments may not pay for any incidentals.
- Airline tickets for recruits.

Travel expense reimbursement for non-employees can be paid by completing the [Non-Employee Travel Form](#) submitted through the Non-PO Invoice process.

If a service is being provided at cost to the university, then the service and all travel related expenses must be paid as a lump sum to the independent contractor through the requisition process. This includes professional services, honorariums, and incentives. If an independent contractor is a volunteer and is **NOT** receiving a professional services fee, travel can be purchased on their behalf. Please see Section XIV in the [Travel Policy](#) for more details.

## MAKING A PURCHASE

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Making a purchase with the procurement card differs from making a purchase with a personal credit card. You must obtain documentation (an itemized receipt) for every purchase you make on your procurement card. The steps in making a purchase with the procurement card are:

1. Identify a business need/purpose for goods and/or services.
2. Check as many sources of supply as is reasonable to assure best price, delivery, and compliance with policy and procedures. Procurement Services is available to assist with pricing of products. Once a source and price are confirmed, you are free to make the purchase using your procurement card.
3. Inform the supplier you are making the purchase for the University of Wyoming to obtain discounted pricing and tax-exempt status when available. The supplier may request a tax-exempt certificate which can be downloaded from [the Financial Affairs](#) website.
  - a. The university is tax-exempt throughout the State of Wyoming, as well as a handful of other states. When making a purchase tell the supplier that the university is tax-exempt – they may or may not honor our tax-exempt status.
4. Provide the card or card number (for phone or internet orders).
5. Inform the supplier that you will need an itemized receipt.
  - a. The total price paid must be part of the documentation, as well as an itemized account of what was purchased.
  - b. If making a purchase from a website, the e-mail confirmation that you receive is your itemized receipt.
6. It is extremely important that the materials or goods are sent to the cardholder ordering the merchandise. Please use the following example for shipping goods to campus.

Department Name (required)  
Individual Name (optional)  
16 and Gibbon (required)  
Laramie WY 82071 (required)
7. Keep track of all transactions using UMB Online Banking and WyoCloud.
8. When reconciling expenses, upload receipts to the appropriate reconciliation process.
9. Cardholders must regularly review their outstanding expenses to identify any fraudulent charges as they occur.

*If the procurement card is declined, please see the “P-Card Declines and Exceptions” section for more details.*

## BUSINESS PURPOSE & DOCUMENTATION

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Documentation requirements for procurement card purchases are the same as for all university purchases. You must substantiate your purchase with a [business purpose](#) and an **itemized receipt**.

In accordance with [IRS Publication 463](#), expenses incurred by system employees must serve a [business purpose](#). **This means the expenses provide a business benefit to the institution, not a personal benefit to the employee.** The business purpose must support or advance the goals, objectives and mission of the system; and should adequately describe the expense as a necessary, reasonable and appropriate business expense for the system. The “why” is most important. The justification must provide an explanation about the allowability, reasonableness, and benefit to the University not already apparent within the transaction or supporting documentation.

The cardholder must also obtain the original sales documents (invoices, cash register tape, itemized credit card slip, e-mail confirmation, etc.) for all items.

- **Note: The amount paid, including shipping, handling, and sales tax (if tax-exempt status is not recognized), must be included on the receipt, invoice, or other documentation. Writing the cost by hand on the receipt is not acceptable.**

Cardholders (or their delegate) will save these documents as a file to be uploaded to the expense item for that P-Card transaction. You (or your delegate) will process P-Card transactions in the expense module in WyoCloud. The corresponding receipt will be uploaded and attached to the expense item.

The cardholder (or delegate) will also use the receipt to verify that the amount charged by the supplier agrees with each P-Card transaction loaded in the WyoCloud expense module. The cardholder (or delegate) will also use the description of the purchased items to assign the correct account code in WyoCloud.

If a cardholder does not have documentation of a proper transaction listed on WyoCloud, the cardholder shall attempt to obtain original documents from the supplier. If attempts have failed, the cardholder shall attach a completed [Missing/Substitute Receipt](#) form that includes a description of the item(s) purchased, date of purchase, supplier's name and reason for the lack of supporting documentation (this is to include credits on transactions). The cardholder and department head must sign the explanation. If a cardholder abuses the privileges of the card or consistently fails to provide receipts, Procurement Services will consider this a P-Card violation and may revoke card privileges.

## **RECEIVING & RETURNING PURCHASES**

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When you receive a package, check to see if it belongs to you or someone else in your department. If the item does not belong to your department, contact the delivering agency (e.g., Shipping and Receiving) so they may pick up the package and deliver it to the appropriate department.

If the item is damaged:

- Goods delivered by Shipping and Receiving - contact them for pickup and they will handle damage claims.
- Goods received via U.S. Postal Service mail - contact the supplier for information on handling damaged goods.
- Goods received directly from supplier - contact the supplier for information on handling damaged goods.

When returning purchases, follow these steps:

1. Contact the supplier to determine the supplier's acceptable procedure for returns.
2. Repackage the item in the original shipping container or packaging.
3. Return it to the store if you picked it up locally, along with the original receipt, or return it via the supplier's instructions.
4. When you get the credit receipt, save it to a file to upload it to the appropriate expense item in WyoCloud.

**Cardholders are not permitted to receive cash or a check for a returned item. All returned items must receive credit on the procurement card.**

The cardholder should log in to the UMB Online Banking website to be certain the supplier issued the appropriate credit to their procurement card.

## **UMB ONLINE BANKING**

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Cardholder's may review their monthly statement and real-time account data from UMB Online Banking. This dashboard gives you the ability to view account information and transactions for the current statement period or the last four-month

period. Cardholders and managers of the Travel Card/Department Card will receive instructions with their P-Card informing them of how to set up an account with [UMB Online Banking](#).

- Please see UMB Online Banking instructions which can be found in the Procurement and Payments Services section on the [Financial Affairs Policies and Reference Material webpage](#).

To receive Electronic Monthly Statements, the cardholder's, department card coordinator's or travel manager's e-mail address will need to be identified. It is also strongly recommended that you review the [bank website](#) to assure that no unauthorized charges are on your card.

## **CARD SECURITY & FRAUD PREVENTION**

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Cardholders must keep their P-Cards properly secured at all times. The only person authorized to use an individual P-Card is the person to whom the P-Card is issued. Lending or sharing of individual P-Cards is not allowed and will result in the immediate suspension of card privileges.

A department P-Card is designed to be used by authorized members of a department who have an occasional need for a P-Card. The department P-Card coordinators control and are responsible for the distribution of the department P-Card to designated individuals. Sharing of the department P-Card account number is prohibited.

P-Card holders should take appropriate measures to ensure that P-Card information is not saved/stored when using the card to make online purchases. Many online retailers store credit card information. Users of the card should take care to delete stored P-Card information on online sites after completing a business purchase.

### *Duplicate Charge*

If you find that a supplier has charged your card twice for one purchase, you will need to work with the supplier to obtain a credit invoice.

### *Reporting Lost or Stolen P-Card*

In the event that a P-Card is lost or stolen, the cardholder should:

- Immediately contact UMB bank by calling **1-888-494-5141**
- Verify recent activity to ensure there are no fraudulent transactions.
- Then notify Procurement Services via email that your card was lost/stolen

### *Fraud Alerts*

UMB Bank supports cardholder/custodian fraud alerts directly to cardholders via phone call to alert University of Wyoming users of suspicious activity or attempted activity on their P-Card. Cardholders will receive a phone call to the phone number provided on their cardholder agreement when there is suspected fraud on the account. Cardholder alerts notify the cardholder of suspicious activity and offer a quick method to validate transactions.

### *Reporting Fraudulent Charges*

If you discover unauthorized charges online in WyoCloud or on your e-statement, immediately notify Procurement Services that your card may have been compromised. Procurement Services will work with you and the bank to reverse any fraudulent charges and issue a replacement card. Keep in mind there is a limited amount of time in which to dispute a charge (**45 days from the date of the transaction**) so be sure to follow up on all duplicate or unauthorized charges as quickly as possible.

## **P-CARD RECONCILIATION**

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Transactions are uploaded daily into WyoCloud from the bank once the charges have been posted by the merchant processor. Once P-Card transactions appear in WyoCloud, they should be reconciled immediately.

Reconciling transactions in the Expense Module should be done regularly throughout the month. All P-Card transactions **must be reconciled within 30 days of the posted date**. P-Cards with transactions that have not been reconciled within 30 days of the posted date **will be temporarily suspended from use** until those transactions in question are reconciled, and the Expense Report submitted, approved by all required approvers, and paid. The temporary suspension applies to all cards associated with the employee's name including all individual, department, and travel cards.

A scheduled process that suspends and reinstates cards is processed weekly. Once outstanding transactions have been fully approved, the temporary suspension will be removed during the next scheduled process and **cardholders will be notified via email**.

Temporary card suspensions will only be reinstated on scheduled process days and are not done on an individual cardholder basis.

Cardholders can view the status of outstanding transactions and Expense Reports, by logging into WyoCloud and selecting *My Profile* and then *Expenses*. Any outstanding transactions and Expense Reports will appear along with the approver it is currently assigned to. Cardholders can also run the outstanding transaction report found under the Transactional Reporting Table of Contents. Step-by-step instructions to run the report can be found [here](#).

The temporary suspension will also prevent cardholders from submitting personal expense reimbursement requests until all outstanding transactions are completely approved and your card has been released from the temporary suspension status.

If cardholders have questions or need assistance with reconciling, they should contact their reconciliation delegate or their department's financial representative for more information.

## **CARD RENEWALS, TRANSFERS & CANCELLATIONS**

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### *Renewals*

The Procurement Card will expire on the date (last day of the expiration month) embossed on the card and will be automatically renewed as detailed in this section.

The renewal P-Card will be sent by UMB around the 12th – 15th of the expiration month via USPS standard mail. The card must be sent to the cardholder's campus address on file with UMB.

P-Cards are valid for four years.

### *Transfer of Employment*

Prior to a transfer to another college or department, the cardholder shall notify Procurement Services, in writing, of the change.

- If the cardholder anticipates needing the P-Card in the new department, then the cardholder must contact Procurement Services within two days of the transfer date to request a transfer of the card. Procurement Services will place a hold on that individual's procurement card until a new [Procurement Cardholder Agreement](#) is completed and authorized by the new approval authority. The form will need to be approved by Procurement Services before a procurement card will be re-activated under the new department.

#### *Card Cancellation by Cardholder*

Cardholders who want to cancel their P-Cards should submit the request via email to [pcard@uwyo.edu](mailto:pcard@uwyo.edu). The P-Card should be destroyed and disposed of upon cancellation. All P-Card transactions must be properly reconciled in WyoCloud.

#### *Card Cancellation by Procurement Services*

The P-Card is valid only while the cardholder is in active payroll status and while the cardholder is using the Procurement Card in accordance with university policies. Termination notices are sent out by Human Resources on a daily basis. P-Cards will be canceled by Procurement Services if the termination notice from HR is within two weeks of the date (last work day) the employee separates from the university or due to improper use. The P-Card should be destroyed and disposed of upon cancellation. All P-Card transactions must be properly reconciled in WyoCloud before the cardholder's last work day.

When a P-Card is not used, it creates a potential risk to the University. Based on this risk, Procurement Services will also cancel any card that has had no transactions/activity within a 24-month period. All P-Card transactions must be properly reconciled in WyoCloud upon cancellation.

### **CARD MISUSE & VIOLATIONS**

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**Card misuse occurs when a Cardholder does not fulfill their responsibilities as defined above. Per the Procurement Cardholder Agreement,**

*The cardholder understands that his/her improper use of the University of Wyoming procurement card may be cause for disciplinary action by the university, up to and including termination, and that improper use of the procurement card may subject the cardholder to criminal prosecution. The 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 the cardholder.*

Misuse is broadly defined as using the card in violation of university policies and procedures. Examples of misuse of the procurement card include, but are not limited to:

1. Using the procurement card for personal purchases or for purchases that are not authorized by the university (i.e. computers purchased outside of CDW-G without IT approval)
2. Using the procurement card to purchase any goods or services that violate policies or procedures of the university or the cardholder's department, including those items listed as specific exclusions for the procurement card, or which violate any law or regulation to which the university must adhere.
3. Splitting a transaction to circumvent the transaction limit authorized for the cardholder's card.
4. Using multiple cards to circumvent the transaction limit authorized for the cardholder's card.
5. Failing to provide required purchasing documentation in a timely manner.
6. Failing to provide information about any specific purchase.
7. Giving your card to another individual to use for a purchase. No other person is authorized to use your card. The cardholder may make transactions on behalf of others in his/her college, department, or division. However, the cardholder is responsible for the business validity of the use of his/her card.
8. Frequently failing to reconcile card within the 30-day reconciliation window and/or being temporarily suspended for more than 60 days.

Misuse may require the cardholder to obtain a direct credit for the improper charge on the procurement card and make payment via another payment source.

The goods or services involved in card misuse may:

1. Become the property of the cardholder who will have to pay the university the cost and any related processing fees (this can be withheld from the university paycheck if not reimbursed by the cardholder).
2. Be returned to the supplier.
3. Be retained by the university.

#### *Reporting Misuse of the Procurement Card*

All departmental procurement card program participants – President, Vice-Presidents, Deans, Directors, Department Heads, and Cardholders – are required to know and follow procurement card policies. They also need to be aware of program misuses and consequences associated with these misuses.

The Cost Center approver should review all transactions when approving Expense Reports to identify possible misuse of the card. By approving the Expense Report, the Cost Center Approver is acknowledging that all transactions were made appropriately and that no misuse has occurred.

**Cardholders are responsible for their own actions and cannot claim that they were ignorant of the rules or someone else in their department or the university insisted that they bend the rules.**

#### *Consequences and Accountability*

Procurement Services continually monitors all P-Cards for compliance. When misuse has occurred, a [Procurement Card Violation Notification Form](#) will need to be filled out by the Cardholder and their Approval Authority. The Procurement Card Violation Notification Form includes the type of violation, the cardholder's explanation of the violation, if a reimbursement is needed, and the next steps taken with the cardholder. The form will need to be signed by both the Cardholder and Approval Authority and sent to Procurement Services for review.

Potential actions taken with the Cardholder include, but are not limited to:

1. Warning
2. Mandatory retraining
3. Card suspension
4. Card revocation
5. Termination of employment
6. Criminal prosecution

Actions taken with Cardholder will increase severity based on the number of violations.

**Final discretionary authority rests with the Director of Strategic Sourcing, Procurement, & Payment Services and the Procurement Card Manager regarding any exceptions to this policy.**