



Corporate Card Fraudulent Charges

For better tracking purposes of fraudulent charges on the university procurement card, a new expense type “**Corporate Card Fraud Tracking**” has been created. When reconciling a p-card transaction that has been reported as a fraudulent charge, please reconcile the expense as soon as possible and select the expense type “Corporate Card Fraud Tracking” from the drop-down on the expense line. After the bank reviews the fraudulent charge, the procurement card affected should receive a credit for the same amount on the card. This credit should also be reconciled using the expense type “Corporate Card Fraud Tracking.”

Only for P-Card Transactions

Date 9/23/2021

Type Corporate Card Fraud Tracking

The Corporate Card Fraud Tracking expense type is mapped to a new natural account, 66523 – Corporate Card Fraud Tracking, to assist with tracking at the university level. Departments should never use this natural account for any other purpose. This natural account will appear on reports such as the Account Analysis report if you have any fraudulent charges and should net to zero after fraudulent charges are resolved.

As a reminder, employees must reconcile their transactions within 30 days of the transaction posted date. If this policy is adhered to, fraudulent charges are caught quickly and can be resolved sooner.

IMPORTANT: If a card is lost or has been compromised, the cardholder must call the bank (1-888-494-5141) to cancel the card immediately and then contact procurement-card@uwyo.edu to begin the fraud dispute process.

Contact Information

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