



Clarification of P-Card Policy

To reduce confusion and provide flexibility to the campus research community, Procurement Services has amended the P-Card policy to allow for the purchase of pre-loaded debit/cash cards, commonly referred to as “gift cards,” to be used expressly for research incentives and participant compensation when WyoCloud financial system is not a feasible option.

For tax and reporting purposes, individuals that are anticipated to receive research compensation of \$600 or more within a calendar year must be paid through WyoCloud via the [Supplier Registration](#) process which remains the preferred method for all UW financial activity.

Digital wallet apps like Venmo, Cash App, Google Pay, Apple Pay, etc. are not approved methods of payment to individuals or suppliers and University P-Cards should never be associated with a cardholder's personal, third-party digital wallet apps.

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 circumstances the cards were purchased for, and evidence of receipt by participant and/or distribution.

Cards should only be purchased and distributed incrementally and as needed upon completion of the study when known recipients have been identified. Cards in excess of what is needed cannot be purchased and stored within a department for distribution at a later point in time.

As a reminder, pre-loaded debit/cash cards are not allowed to be purchased or distributed as gifts and are only permitted for research incentives and compensation. Information regarding gifts can be found in the [UW Gift Policy](#).

Information regarding allowable expenses can be found in the [Procurement Card Policies and Procedures](#) as well as the [Procurement Services Manual](#).

Questions about purchasing can be sent to procurement-card@uwyo.edu

Contact Information

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