



Outstanding P-Card Transactions Reminder

Thank you for your cooperation in reconciling p-card transactions. The outstanding p-card transactions over 30 days are down to \$850,876.66 and 394 cardholders. These numbers are a significant decrease from 4/23/19 when transactions totaled \$1.3 million and 628 cardholders. In efforts to minimize the amount of cards placed on hold on May 1st, we continue to encourage every cardholder to reconcile their p-card transactions by sending this third reminder.

Beginning May 1st, 2019, any p-card with transactions not reconciled within 30 days of the posted date will be placed on hold until all transactions in question are reconciled, placed on an expense report, approved by all required approvers and indicates a paid status. Any new transactions not reconciled within the 30 days could result in additional holds being placed on the card.

This information was previously [communicated](#) twice to campus. Individuals with outstanding p-card transactions affected by this change have received one individual email directly from a WyoCloud team member and will receive a second email today to ensure they are aware of their unreconciled transactions.

Please view the [Procurement Card Policy and Procedures Manual](#) for more information on the p-card policy. With the approach of the fiscal year-end, it is critical all expenses incurred in the current fiscal year are properly recorded and reflected in our financial statements. Thus, reconciling in a timely manner will help UW from an auditing and financial reporting perspective.

After all p-card transactions in question have been approved and the expense report indicates a paid status, the p-card will be released from the hold and the cardholder may begin using the card again. Personal expense reimbursement may be submitted after the card has been released from the hold.

Remember, delegates can be used to help p-card holders reconcile p-card transactions. The below Quick Reference Guides outline how to assign a delegate and reconcile p-card transactions:

- [How to assign a delegate to reconcile p-card transactions on your behalf](#)
- [How to reconcile p-card transactions](#)

*If you need additional support reconciling your p-cards, an additional individual help session will be available on **Tuesday, April 30th from 9:00 a.m. – 10:30 a.m., ITC 171.** If you bring your outstanding charges and receipts, support will be available to help you reconcile. You can register for an individual help session in the [LearnCenter](#).*

Additionally, the WyoCloud team has two reports to see who has outstanding p-card transactions not added to an expense report and p-card transactions that have been added to an expense report and the status of that expense report (i.e., saved, pending manager approval, paid, etc.). The below Quick Reference Guides outline how to view outstanding p-card transactions and the status of an expense report:

- [View outstanding p-card transactions that haven't been added to an expense report](#)
- [View the status of expense reports if you've added p-card transactions to an expense report](#)

Users and delegates can log into the system, and navigate to the expense module to see if they have outstanding p-card transactions. In the event you need assistance assigning a delegate, having a delegate assigned in your division, or need assistance determining if you have outstanding p-card transactions, please submit a TD ticket by emailing userhelp@uwyo.edu.

Thank you for your support during this new policy transition. Please contact Procurement Services should you have any questions.

Contact Information

Procurement Services
Merica Hall, Room 115
307-766-5233
procurement-card@uwyo.edu
<http://www.uwyo.edu/procurement/>

Financial Affairs
Room 202H, Old Main
Phone: (307) 766-5766
Fax: (307) 766-3436
financialaffairs@uwyo.edu
www.uwyo.edu/administration/financial-affairs