



UW

Procurement and
Payment Services



Updated Procurement Contact Information

To provide enhanced customer service, Procurement and Payment Services (PPS) has sunset the [procurement-card@uwyo](mailto:procurement-card@uwyo.edu) email. To receive an expedited response from the appropriate team member, please contact us by choosing from the following emails:

- General procurement related questions can be emailed to procurement@uwyo.edu.
- Procurement Card (PCard) related questions such as fraud, limit increases, transaction declines etc. can be emailed to pcard@uwyo.edu.
- Payment related questions such as Expense Reports, payment to suppliers, etc. can be emailed to accounts-payable@uwyo.edu.
- Copier Services related questions can be emailed to copierservices@uwyo.edu.
- Supplier registration questions including registering or updating existing supplier information can be emailed to new-supplier-request@uwyo.edu.

If you have any questions or are unsure about which email to use, please contact Procurement and Payment Services at 766-5233.

UW Procurement & Payment Resources

- [Procurement & Payment Services website](#)
- [Policies and Reference Materials](#)
- [Forms](#)

Contact Information

Procurement & Payment Services
Department 3605
1000 East University Avenue
Merica Hall, Room 115
Laramie, WY 82071

Phone: (307) 766-5233
Procurement Services Email: procurement@uwyo.edu
Payment Services Email: accounts-payable@uwyo.edu
P-Card Email: pcard@uwyo.edu
Website: uwyo.edu/procurement