



P-Card Policy Change Effective Immediately

Per the Procurement Card Policy and Procedures Manual, procurement card (p-card) transactions must be reconciled within 30 days of the posted date before a user is able to submit for personal expense reimbursement. **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. The Procurement Card Policy and Procedures Manual has been updated with this change. 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, this change will help UW from an auditing and financial reporting perspective.

After those 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](#)

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 modules 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 assistance as we make this transition. Please contact Procurement Services should you have any questions.

Contact Information

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