**UW Foundation Funds - Allowability & Purchasing Process**

**Is the purchase Allowable with UW Foundation Funds?**

See [UW Procurement Policies](#) to determine if the transaction is allowable. Unsure? Email procurement-card@uwyo.edu.

**Is a contract involved in the transaction?**

**All** contracts related to UW business operations must be processed in the WyoCloud Contracts Module regardless of funding source. See the Office of General Counsel’s Contracts Business Process Guide.

**Contract Yes or No?**

- **YES**
  - Process the contract through the WyoCloud Contract Module for approval.
  - Process the Purchase Requisition/Expense through WyoCloud for approval using the correct UW Foundation accounting string.
  - Do not proceed with the financial transaction in WyoCloud. **No** UW payment methods can be used (e.g., P-Cards, Purchase Requisitions). Email fdn-accounting@uwyo.edu to obtain **Foundation Form 100** & submit it for approval/processing.

- **NO**
  - No UW Funds will be used.
  - Process the Purchase Requisition/Expense through WyoCloud for approval using the correct UW Foundation accounting string.
  - Do not proceed with the financial transaction in WyoCloud. **No** UW payment methods can be used (e.g., P-Cards, Purchase Requisitions). Email fdn-accounting@uwyo.edu to obtain **Foundation Form 100** & submit it for approval/processing.