



Reminder: P-Card Reconciling is an Ongoing Process

Per [prior communications](#) regarding the procurement-card policy change, all p-card transactions must be reconciled within 30 days of the transaction's posted date or the card will be placed on hold. Recall, we are making this change as unreconciled p-cards impact our year-end close and financial reports.

This will be an ongoing process through the end of the fiscal year and beyond for all p-card transactions not reconciled within 30 days of the transaction posted date.

For example, any p-card transaction with a posted date of 4/5/19 that is not reconciled or in the Payment Services queue awaiting auditor approval, will be placed on hold 5/6/19. For cards being placed on hold, those cardholders will receive an email from a Procurement Services team member informing them about the hold on their card.

If you run into any system-related issues preventing your p-card transactions to be completely reconciled and indicating a paid status, you should immediately email userhelp@uwyo.edu.

Contact Information

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