



Procurement and Payment Services April Tidbits

Please see below important tidbits from Procurement and Payment Services:

Procurement Services

Quote and Bid Threshold Policy

As a reminder please review the Quote and Bid Threshold Policy:

http://www.uwyo.edu/administration/financial-affairs/fafiles/docs/procurement/quotebidthreshold_sap_6-26-19.pdf

Procurement Services follows this policy when reviewing requisitions for services and goods regardless of the source of funds.

Any Sole Source/Justification forms filled out must first be reviewed and approved by a Procurement Services Buyer and subsequently attached to the requisition by the requester.

Procurement Cards

When an employee with a p-card has turned in their resignation please notify Procurement Services as soon as the notice is given. When terminating we must have all transactions uploaded and reconciled before their departure. Please do not let the individual continue to use the card until their last day of employment. Two weeks' notice is preferable.

For those changing departments, a new agreement form from the new department is needed to continue to use the existing card. Please notify Procurement Services when knowledge of the change in departments is known.

All p-card transactions must be reconciled within 30 days of the transaction posted date or the card will be placed on hold. Notification of placement and removal of holds are emailed to cardholders.

Department and travel cards are assigned to an employee in WyoCloud. If the assigned person leaves the department the card will need to be canceled, a new one issued and it will be assigned to the new hire. The reason behind this is once transactions have been tied to a person on an Expense Report all transactions on that number are tied to the person and cannot be transferred.

Creation of New Suppliers

All sections of the supplier form need to be filled in.

Common delays to setting up new suppliers include the following not being completed by the supplier:

- 1) Section B – Federal Tax Classification – appropriate box must be marked
 - a. For clarification, if this is a limited liability company, appropriate tax classification must be entered at the end of the line.
 - i. C = Corporation
 - ii. S = S Corporation
 - iii. P = Partnership
- 2) The supplier signature must be original. Digital signatures will not be accepted.
- 3) The supplier must indicate the date signing.

Tax Exemption

UW is tax-exempt in the State of Wyoming.

Notify the supplier that UW is tax-exempt before making a purchase using a procurement card.

Ensure sales tax is not included on the receipt, especially for in-state purchases.

Ask out-of-state suppliers if they will accept UW's tax-exempt status. If they do not it is acceptable to pay the tax.

The tax-exempt status does not apply for personally paid items. Items purchased personally will need to pay any applicable sales tax.

Tax-exempt forms can be found under Financial Affairs, Forms, Procurement and Payment Services, Procurement Services.

Purchase Requisitions and Non-PO Invoices

When completing purchase requisitions or non-PO invoices, it is critically important to change the *Expenditure Item Date* to the current date on grant-related expenditures and that this date is not a future date.

Amazon Business Account

Those wishing to purchase from Amazon should contact Procurement to obtain instructions on how to open a UW Amazon Business account.

There are benefits to using this such as tax-exempt for purchases fulfilled by Amazon and free shipping on many items.

Campus employees *should not be using their personal Amazon accounts to make purchases on behalf of the university*. We need to keep personal and business separate.

Payment Services

Expense Reports

It is preferred that expense reports contain more than one line and should be limited to 14 lines per expense report.

The description area of an expense line should contain specific details regarding the purchase to avoid having the expense report rejected.

Receipts submitted for reimbursement must indicate proof of payment. Itemized receipts or invoices are required for each purchase. Payment receipts or payment confirmations *will not be accepted* as they do not indicate what was purchased.

You **do not need** to itemize p-card transactions if you are using only one funding source. Simply change the **Expense Type** from P-Card to the appropriate Expense Type. This is the preferred method and will help process an expense report quicker.

Conference itineraries are to be attached to expense reports when claiming per diem.

Contact Information

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