



Outstanding P-Card Transactions Reminder

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. Any new transactions not reconciled within the 30 days could result in additional holds being placed on the card.

This information was [communicated](#) last week to campus, and individuals affected by this change will be receiving an email directly from a WyoCloud team member as well to ensure they are aware of this change.

Please view the [Procurement Card Policy and Procedures Manual](#) for more information on the p-card policy. 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, reconciling in a timely manner will help UW from an auditing and financial reporting perspective.

After all 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](#)

If you need additional support reconciling your p-cards, an open working session is available today, April 25th from 3:00 p.m. – 4:30 p.m., ITC 173. An additional individual help session will be

available on Tuesday, April 30th from 9:00 a.m. – 10:30 a.m., ITC 171. If you bring your outstanding charges and receipts, support will be available to help you reconcile. You can register for an individual help session in the [LearnCenter](#).

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 module 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 support during this new policy transition. Please contact Procurement Services should you have any questions.

Contact Information

Procurement Services
Merica Hall, Room 115
307-766-5233
procurement-card@uwyo.edu
<http://www.uwyo.edu/procurement/>

Financial Affairs
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