



Procurement Services
Dept. 3605 • 1000 E University Avenue • Laramie, WY 82071
(307) 766-5233 • fax (307) 766-2800

Pre-Loaded Debit/Cash Cards Exception

Date:

Department:

Contact:

Point of Purchase:

Description of Use and Need:

Method of Delivery to Recipient:

The following documents are required on the Expense Report:

- Completed Pre-Loaded Debit/Cash Cards Exception Form
- Documentation of Receipt by Recipient
- Original Point of Sale Receipt

These pre-loaded debit/cash cards are not allowed to be used as gifts and are only permitted for research incentives and compensation upon completion of the study. Unused gift cards without intended recipients should not be kept on hand within the department for convenience. Compensation to an individual of \$600 and above must be paid through WyoCloud for tax and reporting purposes. Any questions regarding gifts can be found in the [UW Gift Policy](#).

More information regarding allowable expenses can be found in the [Procurement Card Policies and Procedures](#) as well as the [Procurement Services Manual](#).

Questions can be sent to procurement-card@uwyo.edu