UNIVERSITY OF WYOMING



Special Events – Things to Consider

As we approach the end of the semester, Financial Affairs would like to provide guidance on transactions related to events that typically occur during this time.

Please refer to UW Regulation 7-8: Gifts and Celebratory Events for Employees for more details, including what is provided in Section V, subsection C.

If an event includes only allowable expenses, these can be run through WyoCloud appropriately, but keep in mind the following for allowable event expenses:

1. The event must have a valid business purpose (celebrations or religious occasions are not valid business purposes). Guidance for providing a detailed business purpose can be found here.
2. A Hosting form must be attached to all applicable requisitions or expense reports and can be found on this page: Hosting Form
3. Allowable event purchases follow the Quote / Bid Threshold Policy requirements.

If an event includes unallowable expenses, please reach out to the Foundation for guidance as these expenses would not be run through WyoCloud.

4. Use this link to access the Foundation Funds Purchases Flowchart.
5. Expenses related to family and friends of staff are not allowable.
6. Please refer to UW SAP 7-9.15: Allowable Expenses or reach out to our department if you have questions.
7. Here is a link to the Foundation Funds Business Process Guide (BPG): BPG UW Foundation Funds.

The Procurement Office or the Director of Financial Compliance and Integrity welcomes questions before events to help avoid any issues with payments or approvals.

Contact Information

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