Department Administrative Policy and Procedure

Subject: Procurement Card (P-Card) Violation and Reimbursement Process

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PURPOSE

To outline the process of a Procurement Card (P-Card) violation and a potential reimbursement to the University of Wyoming.

DEFINITION

Procurement Card misuse is broadly defined as using a procurement card in violation of university policies and procedures. When a Procurement Card violation occurs, a Procurement Card Violation Notification Form will be completed by the Cardholder, their Approval Authority and Procurement Services. The Procurement Card Violation Notification Form includes the type of violation, the cardholder's explanation of the violation, if a reimbursement is needed, and the next steps taken with the cardholder.

POLICY

A. P-Card Violation Occurs by Cardholder

1. P-Card Violation identified by the department/cardholder and the P-Card Violation Notification Form is completed.
    i. Violation can also be identified by Procurement & Payment Services
2. Completed P-Card Violation Notification Form with Cardholder's and Approval Authority's signatures and all related receipts are emailed to Procurement Services at pcard@uwyo.edu for review.

B. Procurement Services Review

1. Procurement Services reviews and determines if the cardholder needs to reimburse the University of Wyoming for the purchase and what the next steps are for the cardholder.
2. If no reimbursement is needed, then Procurement Services will retain form and advise next steps for the cardholder.
    i. Copy of the P-Card Violation Notification Form and all related receipts should be attached to expense report.

C. Reimbursement to the University of Wyoming

1. If a reimbursement is deemed necessary by Procurement Services, then the cardholder will be asked to write a check payable to University of Wyoming and will send the check to Procurement Services within 30 days of the notification. Payments not received after 30 days will be sent for payroll deduction.
    i. Dept 3605, Hill Hall Rm 620
    ii. If the reimbursement needs to be reconciled to one (or more) GL account string **and** one (or more) PPM account string, two separate checks will need to be written as one will be deposited at the Cashier's Office and the other would be sent to OSP, respectively.

2. Copies of both the P-Card Violation Notification Form and check (account numbers can be redacted) should be attached to the expense report along with the related receipt(s).

D. Deposits

1. Procurement Services will take GL account string related deposits to the Cashier's Office and send copies of related P-Card Violation Notification Forms to the Accounting Office. Any PPM account string related deposits **and** P-Card Violation Notification Forms will be delivered to the Office of Sponsored Programs for processing and deposit in the Sponsored Programs Bank Account.
    i. Checks taken to the Cashier's Office will be stamped on the back and submitted with a deposit slip.

2. Cashier's Office will send deposits to the bank with the courier and will return the deposit slip to the Accounting Office.

3. Accounting Office and the Office of Sponsored programs, respectively, will post the JE to cash and the expense accounts. They will then tic and tie the deposit from the bank statement upload to the WyoCloud JE.

Responsible Division/Unit: Financial Affairs
Source: None
Links: Procurement Card Policies & Procedures; P-Card Violation Notification Form
Associated Regulations, Policies, and Forms: Procurement Card Policies & Procedures, P-Card Violation Notification