

PRE-LOADED DEBIT/CASH CARDS EXCEPTION

This form is used to document the purchase of Pre-Loaded Debit/Cash Cards and other cash equivalents used for academic research incentives and academic research participant compensation.



Procurement and
Payment Services

Date _____

Department _____

Contact _____

Point of Purchase _____

Description of Use and Need including a complete and detailed UW business purpose. Please use this link for more information, [UW Business Purpose Guide](#).

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 these resources:

[Procurement Card Policies and Procedures](#)

[Procurement Services Manual](#)

[Allowable Expenses SAP](#)

Please send any questions to pcard@uwyo.edu.