



Special Events – Things to Consider

As we approach the end of the semester, Procurement & Payment Services wanted to reach out with guidance regarding transactions relating to events that typically take place during this time.

Please refer to [UW Regulation 7-8](#) 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 section 1.G of the UW Procurement Services Manual for guidance on unallowable purchases found here: [Procurement Services Manual](#) 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](#).

We do welcome questions prior to events to help avoid any issues with payments or approvals.

Thank you!

Procurement & Payment Services

UW Procurement & Payment Resources

- [Procurement & Payment Services website](#)
- [Policies and Reference Materials](#)
- [Forms](#)

Contact Information

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