UNIVERSITY OF WYOMING

Financial Affairs

Dear Faculty and Staff,

Welcome to the start of a new academic year!

As we begin the year, we want to take a moment to remind everyone of key university policies related to allowable expenses, purchasing, and travel. These policies are in place to ensure responsible use of university resources and to support transparency, compliance, and efficiency in all financial transactions.

Allowable Expenses

UW SAP 7-9.15: Allowable Expenses provides a policy for allowable and unallowable expenses. Expenditures of University Funds are generally allowable if they meet the University's mission and have a valid Business Purpose. The Business Purpose Guide is available to assist with the criteria of a valid business purpose to include in descriptions of purchases.

Purchasing Policies

Before making any purchases using university funds, please keep the following in mind:

- Please review these guidance documents and policies that pertain to rules on purchasing: Procurement 101, Quote and Bid Threshold Policy, and Pcard 101.

- **Documentation:** All purchases must be supported with itemized receipts and submitted with the appropriate documentation for reconciliation.

- **Strategic Partnerships:**

  - Computer Purchases- Computer purchases must be made through the CDW-G catalog in WyoCloud or the University Apple Store. Please consult with IT before purchase regarding exceptions. A quick reference guide, Create a Procurement Catalog Requisition, provides instruction on accessing all of UW's procurement catalogs including CDW-G.

  - Catering- University Catering must be given the right of first refusal before engaging any outside catering services. A list of approved caterers, along with more information on catering, can be found here.

  - Travel- It is recommended to use the university's Strategic Travel Partnerships due to pre-negotiated rates, flexible cancellation and refund policies, and duty of care tracking.

- **University Preferred Payment Methods:** The university preferred payment methods include P-cards, non-PO invoice payments, and purchase orders, and should be used for purchases that meet the requirements of an allowable expense per UW SAP 7-9.15: Allowable Expenses.

For more guidance documents and resources, please refer to the Procurement & Payment Services Policies and Procedures or contact Procurement & Payment Services by email at procurement@uwyo.edu or by phone at (307) 766-5233.

Travel Policies

If you plan to travel on behalf of the university this year, please note the following:

- **Know Before You Go - Traveling with a UW P-Card**

- **Reimbursable Expenses:** Expenses that are listed as reimbursable in the policy include: mileage (if Fleet Services Car Rental Services is unavailable to provide a rental), per diem, one-day meal expenses, transportation expenses, and registration fees. Allowable expenses should be purchased on a P-card.

- **Receipts Required:** All travel reimbursements must include original or digital receipts and be submitted on an expense report in WyoCloud within 60 days of return. QRGs: Procurement Card (P-Card) Expense Reconciling/Reporting and Entering an Expense Report

- You can access the full travel policy here: [Travel and Reimbursement Policy](#)

We appreciate your continued attention to these important procedures. Your cooperation ensures that university resources are used responsibly and in alignment with institutional goals.

If you have any questions or need assistance, please don't hesitate to reach out to Stephanie Stark, email: [sander64@uwyo.edu,](mailto:sander64@uwyo.edu) or the Procurement and Payment Services Office at email: procurement@uwyo.edu or phone: (307)766-5233.

Wishing you a successful and inspiring academic year!

Need Procurement Assistance?

Schedule an appointment using this [link](#) above or join our [virtual drop-in sessions held every Tuesday from 10:00am - 11:00am MT.](#)

Contact Information

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