



UNIVERSITY OF WYOMING



PO Maintenance Reporting

Good afternoon,

As introduced in the **October 2025 Deep Dive presentation**, automated reporting is now active in **WyoCloud**. These reports provide information on Purchase Orders (POs) with the following statuses:

- **Open**
- **Closed for Invoicing**
- **Closed for Receiving**

Beginning next month, reports will be emailed on the **5th of each month**. Depending on your current POs, you may receive **up to three reports**, one for each status type. While the reports may look similar, each includes **unique instructions** and **PO lists**, so please review each one carefully rather than assuming they are duplicates.

To launch this new process, this month's reports will be sent along with this notification. If applicable, you'll see them in your inbox shortly.

If you have questions, please don't hesitate to contact us. Thank you for helping keep the PO list maintained and up to date.

If you experience any issues resolving your POs, please reach out to procurement@uwyo.edu

Contact Information

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