

P-CARD TRANSACTION RECONCILING DEADLINE

Greetings,

A Return to P-Card Reconciliation Rules

All P-Card transactions will need to be **reconciled in WyoCloud within 30 days** of the transaction posting date. When WyoCloud went live, it was required that p-card transactions would be reconciled within a limited time frame. Due to system-related issues in the expense module outside our control, this reconciliation rule was removed this spring. As the expense module has now been operating as designed for several months, this rule has been placed into the system again. Under this rule, the system will require you to reconcile p-card transactions older than 30 days before being able to submit for personal expense reimbursement. Users will also begin to receive reminders to reconcile p-card transactions that exceed 30 days. This rule is in alignment with the P-Card Policy and Procedures Manual, which can be found [here](#). Information on how to reconcile your p-card or how to assign a [delegate](#) to reconcile your p-card can be found [here](#).

Reminder! Employee Terminations, Assignment Changes & P-Cards

When an employee within your unit leaves the university, **it is critical that you contact [Procurement](#) as soon as possible if the employee has a p-card**, so that Procurement can cancel their p-card. If p-card transactions are posted to WyoCloud Financial Management and not reconciled prior to the employee's departure, additional effort is required to process these transactions. Notifying Procurement as soon as you know of an employee termination will **save you time when it comes to processing these transactions**.

Additionally, if an employee has a p-card and is transferring to another unit, please let Procurement know as they will either cancel or put the card on hold if the department allows the person to retain the card and sends a new agreement. Transactions from the previous department need to be reconciled prior to leaving. Again, those not reconciled will require additional effort to be processed.

Thanks,

The WyoCloud Team

Contact Information

The WyoCloud Team

Email: wyocloud@uwyo.edu

www.uwyo.edu/wyocloud

Need help with WyoCloud?

Contact the UW Help Desk

766-4357, Option #1

userhelp@uwyo.edu

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