



## UPCOMING HYBRID DEEP DIVE PRESENTATION: THURSDAY, JUNE 15<sup>TH</sup>

Greetings,

We would like to invite all employees to attend the June Deep Dive with Financial Affairs and Human Resources.

*The deep dive presentation will be Thursday, June 15<sup>th</sup> from 1:00 p.m. to 2:30 p.m. in the College of Business' Scarlett Auditorium.*

The presentation will cover:

- **HR:** Natural Account Changes
- **Finance:** Year-End Reminders
- **Finance:** Table of Contents Asset Inventory Report
- **Finance:** New Procurement Card Policies & Procedures Manual
- **Finance:** Procurement Card Violation Notification – Form & Process
- **Finance:** Updated Procurement Card Forms – Agreements & Missing/Substitute Form
- **Finance:** New Procurement Card Training Materials
  - Know Before You Go
  - Checking out a Department Card
- **Finance:** Docusign W-9
- **Finance:** UW Foundation New Reporting Format and Training
- **Finance:** UW Foundation Gift Card Policy

This presentation will also be held via Zoom and employees can access the presentation by following this Zoom meeting link: <https://uwyo.zoom.us/j/94960896221>. Audio is available via computer or by phone at 669-900-6833, meeting ID 949 6089 6221.

Please note that no food is allowed in the College of Business' Scarlett Auditorium.

For those that cannot attend, the presentation and PowerPoint will be available afterward on the WyoCloud website under [Communications](#).

Thank you,

The WyoCloud Team

### Contact Information

The WyoCloud

Team: [WyoCloud@uwyo.edu](mailto:WyoCloud@uwyo.edu)  
[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)  
[WyoCloud Feedback Ticket](#)

Need help with WyoCloud?

[WyoCloud-Help@uwyo.edu](mailto:WyoCloud-Help@uwyo.edu)  
307-766-4357, Option #2  
[WyoCloud Support Ticket](#)

