

## 30-Day Reminder Notification

**Subject:** Action Required: Outstanding Unprocessed PCard Transactions 30-Day Reminder

**Recipients:** PCard Holders and Delegates

Dear <Contact Name>,

You are receiving this reminder as a Yale Purchasing Cardholder. There are currently unprocessed transactions that are 30 days or older connected with your PCard. Your card will be suspended unless an expense report is submitted for these expenses within **90 days** from the expense occurrence date.

These unprocessed transactions violate [Policy 3215 Yale Purchasing Card](#) and the [Yale University Purchasing Cardholder Agreement](#). Individuals are expected to prepare and submit expense reports, with supporting documentation, within thirty (30) days from the date the expense is incurred.

If there are extenuating circumstances causing a delay in processing your PCard transactions, please request assistance from your business office and/or support staff.

Thank you for your continued efforts to support the critical missions of the University.

Purchasing Card Office