

45-Day Suspension Notification Warning

Subject:

**Action Required: PCard Suspension Notification
45-Day Warning**

Recipients: PCard Holders and Delegates

Dear <Contact Name>,

You are receiving this notification as a Yale Purchasing Cardholder. There are currently unprocessed transactions that are 45 days or older connected with your PCard. These unprocessed transactions violate [Policy 3215 Yale Purchasing Card](#) and the [Yale University Purchasing Cardholder Agreement](#). Your card will be suspended unless an expense report is submitted for these expenses within **90 days** from the expense occurrence date.

Individuals are expected to prepare and submit expense reports, with supporting documentation, within thirty (30) days from the date the expense is incurred.

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

If you do not clear the transactions by submitting an expense report or receive an extension through the PCard Office, the PCard will be suspended.

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

Purchasing Card Office