

90-Day Suspension Notification

Subject:

Action Required: PCard 90-Day Suspension Notification

Recipients: PCard Holders, Delegates, Lead Administrators, Operations Managers, Senior Directors

Dear <Contact Name>,

You are receiving this email as a Yale Purchasing Card (PCard) holder. There have been multiple attempts to remind you to submit an expense report for unsubmitted expense items. You are in violation of [Policy 3215 Yale Purchasing Card](#) and the [Yale University Purchasing Cardholder Agreement](#). Your PCard is now suspended. Attempts to use the PCard will be denied until the expenses are submitted and an application for reactivation of the card is approved.

To have your card reactivated, please work with your business office and/or support staff to submit these expenses as soon as possible. Once **all** expenses, including those in Drafts, have been approved and processed, your Operations Manager or Lead Administrator may apply to reactivate your PCard by using [3215 FR.03 Purchasing Card Application for Reactivation of Individual Card](#).

Procurement reserves the right to decline requests for reactivating suspended cards if a frequent recurrence of suspensions is identified.

We appreciate your assistance in processing these outstanding expenses. If you have any concerns or questions, please contact the PCard office at purchasing.card@yale.edu.

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

Purchasing Card Office