

To: All Business Managers (Central & Medical)
From: Scott Lucker, Associate Director of Electronic Commerce Services
Date: August 21, 2008
Subject: New Process for P-Card Suspension Notices

In the beginning of the calendar year, Electronic Commerce Services provided business managers with reports of unsubmitted Yale University Purchasing Card (P-Card) charges and unprocessed EMS expense reports in an effort to ensure that associated charges and reports are processed in a timely manner in accordance with University policy. While many of these issues have been resolved, some still remain unresolved.

In an attempt to rectify these outstanding issues, Electronic Commerce Services will now send out a new P-Card suspension email notification.

Who will receive a possible suspension email?

- Any individual with outstanding P-Card charges greater than 50 days.
 - This means any P-Card charge that has not been placed on an expense report or a P-Card charge that has been put on a report that has a status of “returned.”
- Any individual with an unapproved report containing P-Card charges greater than 90 days old that is “awaiting receipts” or “awaiting employee approval.”
NOTE: Reports that are “awaiting manager approval” will not be considered a reason for suspension.
- Division Approvers will be copied on these email notifications.

How many emails will the individual receive before suspension occurs?

- Individuals will only receive one manual P-Card suspension warning email for unapproved expense charges greater than 50 days old and/or reports older than 90 days.
 - Suspension for unapproved reports will only occur when report status is either “awaiting receipts” or “awaiting employee approval.”

How do I know which P-Card charges are unsubmitted and which EMS reports containing P-Card charges are unprocessed?

- As a best practice, EMS Approvers and Reviewers should run two EMS reports on a weekly basis:

- 1) Card Available Charges Report
- 2) Active Dispute Detail Report

Click [here](#) for instructions on how to run these reports and what to look for.

How does an individual get their card reinstated after it has been suspended?

- In order to reinstate a card, all charges and unfinished reports with P-Card charges in EMS must first be cleared and approved. The individual must also complete the reactivation application which will come attached with confirmation notice that a P-Card has been suspended. Click [here](#) for the reactivation application.

What if I have a valid reason as to why my charge/report has not been processed?

- Send an email to yems@yale.edu explaining the business need to keep the P-Card active and provide a corrective action plan along with a schedule.

If you have questions on P-Card suspension notices, please contact Scott Lucker at Scott.Lucker@yale.edu or 436-4184.

