

To: All Yale University Purchasing Card Holders
CC: All Business Managers (Central & Medical)
From: Scott Lucker, Associate Director of Electronic Commerce
Re: Yale Purchasing Card Renewals and Cancellations

Many of Yale's Purchasing Cards will expire at midnight, October 31, 2008 (10/08). As a result, JPMorgan Chase is printing replacement cards starting on September 1st. In late September, renewal cards will be issued and mailed out.

How will new cards be distributed?

Replacement P-Cards will be mailed to the billing address on the card, instead of being mailed to the cardholder's home address. The card billing address, in most cases, is the PO Box for the department. To find the business address for a P-Card, business managers can run BUG701a in the Procurement folder of the data warehouse portal.

What do P-Card Holders need to do?

- Dispose of old cards by shredding or cutting up, then discarding.
- Cardholders must activate new cards. Directions for activation will be included in the mailing.
- Cardholders that do not receive P-Cards by 10/15 should check with their business offices.

What will the new cards look like?

JPMorgan Chase has changed the look of the P-Card. It will now be tan instead of blue. The card will have the same account information on it and will have a new expiration date.

What do Business Managers have to do?

In preparation of the reissuing of cards, please submit any cancellation requests to the Purchasing Card Office via email to purchasing.card@yale.edu as soon as possible.

How do I determine if a cancellation is necessary?

Review the BUG 701a Purchasing Card Cardholders report to determine if cancellations are necessary. (I.e. cardholders are no longer in your department or left the University) If you do not have access or need help running the BUG report, please contact the Purchasing Card Office (purchasing.card@yale.edu or 432-3227) and request a report for your organization or department.

How do I submit a cancellation?

You may submit cancellations via email request to purchasing.card@yale.edu. If you have several cancellations, simply note the changes on your report, and then send them to the Purchasing Card Office to make the changes.

Business Office's that are missing P-Cards should call the P-Card Office at 432-3227 or Kathy Chambers at 432-9977.

If you have any questions, please contact purchasing.card@yale.edu.