

Can I remove a Purchase Order that appears on my Commitment Report?

Yes! As you identify PO Commitments that are stale, were paid but not matched to the invoice, or are no longer needed, you can e-mail your request to po.commitments@yale.edu. For the most comprehensive detail, we recommend running the Data Warehouse Transaction Detail Commitment Report. Also, use Procurement Inquiry to verify that the PO has been paid or cancelled with the vendor, and that there are no active invoices pending payment.

What do I need to do to remove a Commitment?

- Write “Remove” next to the PO to be closed on the Data Warehouse Transaction Detail Commitment Report and fax it to 432-9966 or e-mail it to po.commitments@yale.edu.
- Optionally, you may list numerous POs on a single spreadsheet and e-mail it to po.commitments@yale.edu.
- If select lines on a PO should be closed, please specify both the PO and the line number(s).
- Removal of Custom Commitments should not be emailed to po.commitments@yale.edu. These need to be modified in the Custom Commitments application by either deleting them or setting an Expiration Date.

What happens next?

- Turnaround time to process these requests is 72 hours.
- You will receive e-mail confirmation that your request has been processed.
- PO’s that are closed today will not be reflected on Financial Reports until tomorrow.

What else do I need to know?

- Purchase Order numbers do not appear on Financial Reports with prefixes (SNP, UNP, DKP, etc.).
- Questions should be addressed to po.commitments@yale.edu.