

New EMS forms and procedural changes:

A few recent changes have been made to EMS procedures which include a new **EMS Purchasing Card and User Request Form**. This form replaces and combines the four previous PCard Application forms and includes EMS Application fields. It should be used for applying for a new PCard or Department Card as well as limit, cardholder and commodity changes. All EMS addition, change and cancellation requests should also be made using this form.

The EMS Purchasing Card and User Request form can be found here:

<http://www.yale.edu/ppdev/forms/purchase/3215FR.01EMSPCardRequest.pdf>

The **Statement of Questioned Item** form has also been updated with the correct bank name (JP Morgan Chase). This is a bank form to be filled out (by hand) if you believe a transaction on your P-Card statement is an error. Regulations require that the bank must be notified within 60 days from the statement billing date of the disputed charge. The latest version of this form can be found here:

<http://www.yale.edu/ppdev/forms/purchase/3215FR.05StatementofQuestionedItem.pdf>