


Violation Notification
Procurement Card Program
Cardholder Information

Cardholder Name: _____ Date Issued: _____
 Department: _____ Reported By: _____

Transaction Information

Transaction Date: _____ Transaction Amount: _____
 Merchant Name: _____ Items Purchased: _____

Type of Violation/Points to be Issued

This transaction has been found to be in violation of Procurement Card policy. An accumulation of 150 points over a rolling 2 year period will result in the card being suspended for 6 months pending the completion of P-Card re-training.

Purchasing Violations

- Card abuse/Employee Fraud (*Report to the P-Card Administrator and Internal Audit*) **150 Points**
- Contract without authorized signature **75 Points**
- Inappropriate purchase (*per Sensitive Expenditure Policy - must be reimbursed*) **50 Points**
- Non-Mandatory Price Agreement Vendor purchase **25 Points**
- Taxes Charged (Note - we are not exempt from out of State taxes) **15 Points**

P-Card Specific Violations

- Split Purchases (*Item or group of times totaling over cardholder's single purchase limit*) **75 Points**
- Cash or Cash-Like Transactions (*Includes Gift Cards*) **75 Points**
- Liquor Purchase (*Purchase must be reallocated appropriately in addition to violation*) **50 Points**
- Travel/Travel-Related Expenses (*Does not include conference registrations*) **50 Points**
- Sharing Credit Card and Credit Card Number **25 Points**
- Documentation Failure (*Includes missing receipt and/or statement not signed by Approving Official. Missing receipt also requires Unavailable Documentation Form*) **15 Points**
- Services from an individual or a sole-proprietor/1099 Reportable services **15 Points**
- Inadvertent personal purchase (*must be reimbursed*) **15 Points**

Cardholder Explanation
Cardholder Acknowledgment & Certification of Signature

I hereby acknowledge that the above transaction is in violation of Procurement Card Program policies and that repeated violations could result in revocation of my Procurement Card. I understand that I am permitted to make only those purchases that are in compliance with the School's policies and procedures including but not limited to: Financial Policies, Procurement Rules, and Direct Charge Policies.

_____ Cardholder Signature

_____ Date

_____ Approving Officials' Signature

_____ Date