

PROCUREMENT CARD VIOLATION WARNING FORM

This form is required for any PCARD transaction where a violation has occurred. Note: Violations could result in revocation of the University credit card.

INFORMATION:		
CARDHOLDER NAME	DEPARTMENT NAME	
AREA VP NAME	TODAY'S DATE	TRANSACTION ID #
MERCHANT NAME	TRANSACTION AMOUNT	TRANSACTION DATE

TYPE OF VIOLATION

APPROVER INSTRUCTIONS: Obtain information from the Cardholder about why this purchase was made on his/her P-CARD. THE FOLLOWING P-CARD VIOLATION HAS BEEN FOUND IN REFERENCE TO THE ABOVE TRANSACTION

PERSONAL PURCHASE RESPONSE NEEDED NON-COMPLIANCE LACK OF DOCUMENTATION EXCEEDING AUTHORIZE LIMITS CASH TRANSACTION **EQUIPMENT PURCHASES** INAPPROPRIATE PURCHASE INDIVIDUAL HOTEL LODGING UNAUTHORIZE FOOD PURCHASES

SPLIT PURCHASE STATE TAXES

OTHERS

BRIEF DISCRIPTION: Below is a general description of violations

APPROVER DETERMINATION, CERTIFICATION SIGNATURE, and ACTION - Mark the appropriate category and take the actions listed. (Instructions for making the determination are on the next page)

Inform the Cardholder's of the violation on this form.

I HAVE DETERMINED THAT THE ABOVE TRANSACTION IS A VIOLATION OF THE PCARD POLICIES AND I HAVE WARNED THE CARDHOLDER THROUGH THE USE OF THIS FORM.

ACTIONS TAKEN:

WARNING ONLY **CARD SUPENDED CARD REVOKED**

- DATE 2 The Purchasing Department will send the original of this completed form, along with the Documentation for the above transaction to the individual cardholder. Your Department liaison must maintain a copy of this violation on file in their office
 - A copy of this Violation form will be give to the Chief Fiscal Officer of University.
 - Give a copy of this form to the Cardholder.
 - Retrieve the card from the Cardholder and destroy it if the card has been Revoked.

POINTS: ACTIONS TAKEN:

RETRAINING **REQUIRED**

- 1 Inform the Cardholder's of the violation on this form.
- 2 The Purchasing Department will send the original of this completed form, along with the Documentation for the above transaction to the individual cardholder.
- 3 Your Department liaison must maintain a copy of this violation on file in their office
- 4 A copy of this Violation form will be give to the Chief Fiscal Officer of University
- **5 Give** a copy of this form to the Cardholder.
- 6 The Purchasing Department will notify the bank of any changes in card status

FOR CORRECTIONS

30-60 DAYS 60-120 DAYS **ONE YEAR**

CARDHOLDER CERTIFICATION: Acknowledge that the above is in violation of the PCARD policies and that I have received a copy of this form.

CARD LAISION APPROVER SIGNATURE

DATE

White - Purchasing Canary - Business Office Pink - Department Chair

REVISED 06/17