



## Purchasing Card Violations Record

<b>VIOLATIONS</b>	<b>POINT VALUE</b>
Personal Purchases and or Improper Usage of Card	150
Split Transaction	60
Purchase by other than the cardholder	40
Purchase of restricted item/ prohibit by law	40
Exceeding the Purchase Limit of State Contract Items	40
Lack of signature on monthly statement	40
Receipt / Paperwork Missing (First violation)	30
Receipt / Paperwork Missing (Second violation)	40
Receipt / Paperwork Missing (All future violations)	50
Taxes Charged on Purchase	10
Over Spending – Spending Authority Limits	80
Turn in Statement after the Deadline	40
Repeated Offense of violation over 50 points	100
Equipment Purchases	75
No Spending Authority in place	50
Cash or Gift Cards for Returns on purchases	90
Repeated Tax Violation	60
All other Violations	50

1. When a total of 150 points has been accumulated during any one year (date to date), a card may be revoked.
2. If a cardholder is approaching 150 points, attendance at a training session will reduce their points in half as they stand on the date of attendance. *One retraining session is allowed per year to reduce any accumulated points.*
3. If a cardholder goes violation-free for one year, their points will be reduced in half. If a cardholder goes two years, their points will be eliminated. After three years, their violations record will be purged.
4. Purchasing reserves the right to require retraining or to revoke cards for repeat violations.