



Mississippi Valley State University

MISUSE OF THE PURCHASING CARD

The use of a Purchasing Card is a privilege, not a right. Accordingly, disciplinary action will be taken for misuse of the card. Individuals using the Purchasing Card to ***knowingly*** buy items intended for personal use will be subject to disciplinary action, up to and including termination of employment and prosecution.

Individuals who fail to properly follow Purchasing Card policies and procedures will be subject to disciplinary action, up to and including limitation or revocation of Purchasing Card privileges, a period of probation, mandatory Purchasing Card training, and, if warranted, termination of employment.

If a first violation occurs, use of the Purchasing Card will be suspended. Notification will be given to the cardholder and their immediate supervisor. The cardholder must have a meeting first with the Vice president of Business and Finance and afterward the Purchasing Card Administrator. The purpose of the meeting will be to discuss the violation, provide additional training, and identify specific corrective actions required by the cardholder. If the cardholder determines they no longer want to use the Purchasing Card, the card is to be immediately surrendered to the Administrator. If the infraction is deemed to be due to willful or fraudulent misuse, the Purchasing Card will be terminated immediately and the cardholder's supervisor will be notified for appropriate action.

If a second violation occurs, use of the Purchasing Card will be terminated for not less than six months. Notification will be given to the cardholder and their immediate supervisor. After the determined waiting period, reinstatement may be considered upon receipt of a letter from the appropriate Vice President of Business and Finance to the Purchasing Card Administrator, providing a statement as to why the card should be reinstated.

If a third violation occurs, the card will be immediately terminated and the cardholder will be prohibited from any further use during their employment at MVSU. Notification will be given to the cardholder and their immediate supervisor.

I have met with the Mississippi Valley State University Purchasing Card Administrator and agree to use my Purchasing Card in strict compliance with instructions given in the *Cardholder Policy and Procedures Manual*.

Assistant Buyer or Purchasing Card Administrator

Date

Employee Signature

Date

Printed Name