Mississippi Valley State University

CLEAR FORM

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)

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:

	DATE
☐ **WARNING ONLY**	
☐ **CARD SUPENDED**	
☐ **CARD REVOKED**	

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6 **Retrieve** the card from the Cardholder and destroy it if the card has been Revoked.

ACTIONS TAKEN: **POINTS:**

	POINTS
☐ **RETRAINING REQUIRED**	
YEAR'S TOTAL POINTS	

CARD SUPENDED OR REVOKED

- ☐ **FOR CORRECTIONS**
- ☐ **30-60 DAYS**
- ☐ **60-120 DAYS**
- ☐ **ONE YEAR**

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

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 06/22/17