



Purchasing Card Violations Record

| VIOLATION | POINT VALUE |
|------------------------------------------------------|--------------------|
| Personal Purchase 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.