

## Mississippi Valley State University

## PROCUREMENT CARD VIOLATION WARNING FORM

This form is required for any PCARD transaction where a violation has occurred. Not	e: Violations could result in revoca	ation 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 ACTIONS TAKEN: POINTS:	<ol> <li>Inform the Cardholder's of the violation on this form.</li> <li>The Purchasing Department will send the original of this co Documentation for the above transaction to the individual c</li> <li>Your Department liaison must maintain a copy of this violat</li> <li>A copy of this Violation form will be give to the Chief Fiscal</li> <li>Give a copy of this form to the Cardholder.</li> <li>Retrieve the card from the Cardholder and destroy it if the</li> </ol>	ardholder. ion on file in their office Officer of University.
RETRAINING REQUIRED FOR CORRECTIONS 30-60 DAYS 60-120 DAYS ONE YEAR	<ol> <li>Inform the Cardholder's of the violation on this form.</li> <li>The Purchasing Department will send the original of this cor Documentation for the above transaction to the individual ca Your Department liaison must maintain a copy of this violatii</li> <li>A copy of this Violation form will be give to the Chief Fiscal 6</li> <li>Give a copy of this form to the Cardholder.</li> <li>The Purchasing Department will notify the bank of any chan</li> </ol>	ardholder. on on file in their office Officer of University
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 – E	usiness Office Pink – Department Chair	REVISED 06/22/17