



PROCUREMENT CARD VIOLATION WARNING FORM

This form is required for any P-CARD transaction where a violation has occurred. Note: Violations could result in revocation of the University credit card.

INFORMATION:

Table with 3 columns: 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, UNAUTHORIZED FOOD PURCHASES, SPLIT PURCHASE, STATE TAXES, OTHERS

BRIEF DISCRPTION: 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 P-CARD POLICIES AND I HAVE WARNED THE CARDHOLDER THROUGH THE USE OF THIS FORM.

ACTIONS TAKEN:

Table with columns: ACTIONS TAKEN, POINTS, DATE. Includes categories: WARNING ONLY, CARD SUPENDED, CARD REVOKED.

Table with columns: ACTIONS TAKEN, POINTS, DATE. Includes categories: RETRAINING REQUIRED.

FOR CORRECTIONS

- 30-60 DAYS, 60-120 DAYS, ONE YEAR

CARDHOLDER CERTIFICATION: Acknowledge that the above is in violation of the P-CARD policies and that I have received a copy of this form.

CARD LAISON APPROVER SIGNATURE

DATE