



PROCUREMENT CARD VIOLATION WARNING FORM INSTRUCTIONS

The Approver must make a determination if a transaction is a PCard violation or not. Once the determination has been made that a transaction is an PCard violation, the Approver should follow the instructions below.

APPROVER INSTRUCTIONS:

- 1) Obtain an explanation from the Cardholder of why this purchase was made on a University credit card and what has been done to correct the situation.
- 2) Review the Cardholder's PCard violation history to determine if the Cardholder has repeatedly had PCard violations. This history will contribute to the decision to warn the Cardholder or to revoke the University credit card.
 - ◆ You may request a Transaction Violation Report from Procurement Services and/or check to see if the department has a separate "Violations File."
- 3) Determine the Card Status based on the following guidelines:

A. FOR THESE VIOLATIONS:

- 1) **SPLIT PURCHASES**
- 2) **INAPPROPRIATE PURCHASES**
- 3) **CHRONIC LACK OF DOCUMENTATION**
- 4) **PERSONAL PURCHASE WHICH WAS IMMEDIATELY REPORTED AND REIMBURSED OR CREDITED BY THE MERCHANT**
- 5) **NON-COMPLIANCE WITH CURRENT POLICIES AS STATED IN THE PCARD PROGRAM HANDBOOK**

The status of a chronic violator is determined by the Approver and/or Procurement Services, who will investigate the number and nature of the Cardholder's violations and their impact on the department and the University. The Approver and/or Procurement Services will use sound judgment to arrive at a conclusion.

CARD STATUS - UNIVERSITY CREDIT CARD WILL NOT BE REVOKED AT THIS TIME.

If the Cardholder's PCard history indicates that the Cardholder does not chronically have violations of any type, the Approver may determine that the card will not be revoked at this time. Any second offense is cause to revoke the credit card.

CARD STATUS - UNIVERSITY CREDIT CARD WILL BE REVOKED AT THIS TIME.

If the Cardholder's PCard history indicates that the Cardholder has a chronic history of violations of any type, the Approver should revoke the card.

B. FOR THESE VIOLATIONS AND SUSPECTED FISCAL MISCONDUCT:

- 1) **PERSONAL PURCHASE WHICH WAS NOT IMMEDIATELY REPORTED UPON DISCOVERY AND CORRECTED**
- 2) **CASH OR CASH TYPE TRANSACTION**

CARD STATUS - UNIVERSITY CREDIT CARD WILL BE REVOKED AT THIS TIME.

Suspected fiscal misconduct is to be reported as outlined in the Financial Rules and Procedures, Rule 1.8, Reporting Fiscal Misconduct.

Contact Procurement Services to inform them of the actions being taken.

- 4) Indicate the appropriate determination in the APPROVER DETERMINATION, CERTIFICATION SIGNATURE, ACTION section on the form.
- 5) Obtain the Cardholder signature in the CARDHOLDER CERTIFICATION SIGNATURE section on the form.
- 6) Take the actions listed for the appropriate category indicated on the form.