

**PROCUREMENT CARD  
VIOLATION WARNING FORM  
INSTRUCTIONS**

The Approver/Procurement Services must make a determination if a transaction is a PCARD violation or not. Once the determination has been made that a transaction is a PCARD violation, the Approver/Procurement Services (Reviewer) should follow the instructions below.

**APPROVER AND/OR PROCURMENT SERVICES 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 Office, or check the Department "Violations File."
3. Determine the Card Status based on the following guidelines:
  - A. **FOR THESE VIOLATIONS**
    - **SPLIT PURCHASES.**
    - **INAPPROPRIATE PURCHASES.**
    - **CHRONIC LACK OF DOCUMENTATION.**
    - **PERSONAL PURCHASE WHICH WAS IMMEDIATELY REPORTED AND REIMBURSED OR CREDITED BY THE MERCHANT.**
    - **NON-COMPLIANCE W/CURRENT POLICIES AS STATED IN THE PROCUREMENT CARD PROGRAM HANDBOOK**

The status of a chronic violator is determined by the Approver and/or Procurement Services. He/she 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. A card can be revoked at any time for non-compliance with PCARD Program.

**CARD STATUS-UNIVERSITY CREDIT CARD WILL NOT BE REVOKED AT THIS TIME.** - If the cardholder PCARD history indicates that the cardholder does not chronically have violations of any type, the Approver may determine that that the card will not be revoked at this time. Any second offense is cause to revoke the card.

**CARD STATUS-UNIVERSITY CREDIT CARD WILL BE REVOKED AT THIS TIME.** - If the cardholder PCARD history indicates that the cardholder has a chronic history of violations of any type, the Approver should revoke the card. **Cards will be revoked for a period of 12 months after three (3) violations..**

- B. **FOR THESE VIOLATIONS AND SUSPECTED FISCAL MISCONDUCT PERSONAL PURCHASE WHICH WAS NOT IMMEDIATELY REPORTED UPON DISCOVERY AND CORRECTED CASH OR TYPE TRANSACTION.**

**CARD STATUS – UNIVERSITY CREDIT CARD WILL BE REVOKED AT THIS TIME.** - Suspected Fiscal Misconduct is to be reported to the University Controller per Fiscal Policy and Procedures, and Procurement Services of actions being taken.

4. Indicate the appropriate determination in the APPROVER/PROCURMENT SERVICES 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 action listed for the appropriate category indicated on the form.

## PROCUREMENT CARD VIOLATION WARNING FORM

This form is required for any PCARD transaction where a violation has occurred. **Note: Card is revoked after 3 violations.**

**INFORMATION:**

CARDHOLDER NAME \_\_\_\_\_

DEPARTMENT NAME \_\_\_\_\_

APPROVER \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

PCARD 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/he PACARD.. THE FOLLOWING PCARD VIOLATION HAS BEEN FOUND IN REFERENCE TO THE ABOVE TRANSACTION.

\_\_\_\_\_ PERSONAL PURCHASE

\_\_\_\_\_ CASH TRANSACTION

\_\_\_\_\_ SPLIT PURCHASE

\_\_\_\_\_ NON-COMPLIANCE – please explain below  
(See Cardholder and Approver Handbooks)

\_\_\_\_\_ LACK OF DOCUMENTATION  
(Lost or Unavailable Transaction Documentation form must be completed.)

\_\_\_\_\_ INAPPROPRIATE PURCHASE- Please explain below.  
(For a list of such purchase, see the Cardholders Handbook)

**CARDHOLDER EXPLANATION** – Explain why this purchase was made on a University credit card and information on what has been done to correct the situation. Attach additional sheet , if necessary.

**APPROVER/PROCUREMENT SERVICES DETERMINATION, CERTIFICATION SIGNATURE, 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.

**DO NOT REVOKE CARD**

- ACTIONS:**
- 1 Obtain the Cardholder's signature on this form.
  - 2 Send the original of this completed form, along with the documentation for the above transaction to Procurement Services, Administration Building Room #309.
  - 3 You or your reallocator must log the transaction as a violation in the PCARD system.
  - 4 Keep a copy of this completed form with the Cardholder's statement and/or in a separate "Violations File" in the department.
  - 5 Give a copy of this form to the Cardholder.

**REVOKE CARD**

- ACTIONS:**
- 1 Obtain the cardholder's signature on this form.
  - 2 Send the original of this completed form, along with the documentation for the above transaction to Procurement Services, Administration Building Room #309.
  - 3 You or your reallocator must log the transaction as a violation in the PCARD system.
  - 4 Keep a copy of this completed form with the Cardholder's statement and/or in a separate "Violations File" in the department.
  - 5 Give a copy of this form to the Cardholder.
  - 6 Retrieve the card from the Cardholder and destroy it.
  - 7 Notify Procurement Services that the card has been revoked to initiate card cancellation with the bank.

APPROVER AND/OR/  
PROCUREMENT SERVICES  
SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**CARDHOLDER CERTIFICATION SIGNATURE** – I acknowledge that the above is in violation of the PCARD policies and that I have received a copy of this form.

CARDHOLDER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_