



## PROCUREMENT CARD VIOLATION WARNING FORM

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

Cardholder name

Dept name & 4 digit Campus code

Approver name

Today's date

KFS Doc #

Merchant's name

Transaction Amount

Transaction Date

### TYPE OF VIOLATION

**APPROVER INSTRUCTIONS: Obtain information from the Cardholder about why this purchase was made on his/her PCard.**

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 Pcard Handbook)

Lack of Documentation (Lost or Unavailable transaction documentation form must be completed)

**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 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, 6010 Campus Delivery.
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, 6010 Campus Delivery.
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 Notify Procurement Services that the card has been revoked to initiate card cancellation with the bank.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 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