



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.

INFORMATION:

CARDHOLDER NAME

DEPARTMENT NAME

APPROVER 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 ACARD. THE FOLLOWING ACARD VIOLATION HAS BEEN FOUND IN REFERENCE TO THE ABOVE TRANSACTION.

_____ PERSONAL PURCHASE
_____ SPLIT PURCHASE
_____ LACK OF DOCUMENTATION
(Lost or Unavailable Transaction Documentation form must be completed.)

_____ CASH TRANSACTION
_____ NON-COMPLIANCE - Please explain below
(See Cardholder and Approver Handbooks)

_____ INAPPROPRIATE PURCHASE - Please explain below
(For a list of such purchases, 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 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 and Contracting 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 and Contracting 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 Purchasing 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