



# 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 PCard. THE FOLLOWING PCARD 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 PCard Program Handbook)

\_\_\_\_\_ INAPPROPRIATE PURCHASE - Please explain below  
(For a list of such purchases, see the PCard Program 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 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