

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 College 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

_____ Cash Transaction

_____ Split Purchase

_____ Non-Compliance – Please explain below

_____ Lack of Documentation

(See Cardholder and Approver Handbooks)

(Lost or Unavailable Transaction Documentation form must be completed)

_____ Inappropriate Purchase – Please explain below
(See Cardholder and Approver Handbooks)

CARDHOLDER EXPLANATION: Explain why this purchase was made on a College credit card and information on what has been done to correct the situation. Attached 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 DETEREINED THAT THE ABOVE TRANSACTION IS IN 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 Attn. Business Services, 6101 Grayson Drive, Denison, TX 75020.
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 Attn. Business Services, 6101 Grayson Drive, Denison, TX 75020.
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