



1252.1.3f - Purchasing Card Violation Warning Form

This form is required for any P-Card transaction where a violation has occurred. Violations could result in the revocation of the card.

Information:

Cardholder Name

Department

Reconciler Name

Date

Type of Violation:

Approver Instructions: Obtain information from the cardholder about why this purchase was made.

____ Personal Purchase

____ Split Purchase

____ Lack of documentation

____ Inappropriate Purchase

Merchant Name

Transaction Amount

Transaction Date

Cardholder Explanation:

Approver Action:

Mark the appropriate category and take the actions listed.

____ **Warning Actions:**

1. Obtain the Cardholder's signature on this form.
2. Keep a copy of this completed form in the Cardholder's file.
3. Send the original completed form to Purchasing, CB1100.
4. Give a copy of completed form to the Cardholder.

____ **Revoke Card Actions:**

1. Obtain the Cardholder's signature on this form.
2. Keep a copy of this completed form in the Cardholder's file.
3. Send the original completed form to Purchasing, CB 1100
4. Notify purchasing that the card has been revoked and destroyed.
5. Give a copy of completed form to the Cardholder.

I have determined that the above transaction is a violation of the P-Card policies and have notified the cardholder through the use of this form.

Reconciler Signature

Date

Cardholder Certification Signature: I acknowledge that the above is in violation of the P-Card polices and that I have received a copy of this form.

Cardholder Signature

Date