



1252.2rd - P-Card Misuse/Abuse Form/Letter of Notification

Please check the box that applied to you:

- Abuse** – Intentionally or unintentionally violating policies and procedures for **personal gain**
- Misuse** - Intentionally or unintentionally violating policies and procedures for **work-related gain**

RE: PCard Account Ending in XXXX

Attention Cardholder <name> and Authorized Reconciler <name>:

The following transaction has occurred on your University purchasing card.

<u>MERCHANT</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>POLICY INFRACTION</u>
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As outlined in P-Card policies and procedures, this type of transaction is not permissible on the University P-Card. As a result, policy requires a Letter of Notification be issued. **Should three or more misuse violations within 6-month or within an audit review occur, your P-Card privileges will be suspended. However, any abuse violations, your P-Card privileges will be cancelled immediately.**

Per the P-Card *Employee Agreement*, the cardholder may be held personally liable for any funds misused with this card.

Should you have any questions or concerns regarding this letter or this transaction, please contact the University P-Card Officer at 919-962-2255. If you are ever unsure as to whether a particular purchase is allowed, please contact the P-Card program administration at hua_shen@unc.edu prior to making the purchase. Thank you.

Comments or Further Action Required:

By signing below, I acknowledge that I have been duly informed of the findings outlined above and understand the circumstances of this notification.

Cardholder Name	Signature	Dept. No.	Date
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SIGN and RETURN THIS FORM TO P-CARD OFFICER, CB #1100