

# Failure to Follow P-Card Policies & Procedures

<b>Violation</b>	<b>Point Value</b>
<b>Receipt and Supporting Documentation Not Provided or Submitted</b>	
1 <sup>st</sup> Notice (points not cumulative)	0
2 <sup>nd</sup> Notice	10
3 <sup>rd</sup> Notice	30
4 <sup>th</sup> Notice	50 & P-Card Transaction Limit Reduced to \$1 until Documentation Received
<b>Business Purpose Not Provided</b>	10
<b>Card Delegation</b>	200
<b>Personal Purchase (Intentional)</b>	200
<b>Personal Purchase (Accidental)</b>	50
<b>Restricted Purchase (Accidental)</b>	50
<b>Restricted Purchase (Intentional)</b>	150
<b>Sales Tax Not Refunded Within 1 Month</b>	50
<b>Signed Statement Not Submitted by Due Date</b>	50
<b>Reconciliation Not Completed by Due Date (20<sup>th</sup> of the month unless otherwise noted)</b>	50
<b>Invoice Exception Report Completed in lieu of Receipt from Vendor</b>	50
<b>Stringing of Purchases</b>	150
<b>Non-Allowed Purchase (Does Not Fall Under Personal or Restricted)</b>	50

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Total Points 3 Year Total	Action Taken	Individuals Involved
75	Written Warning by Email	Cardholder, Direct Supervisor, Program Manager
150	Formal Memo Mandatory Retraining Probationary Period of 3-6 months Monthly Limit Reduced to \$1,000	Cardholder, Direct Supervisor, Program Manager, CPO, CFO
200	Formal Memo Card Cancellation	Cardholder, Direct Supervisor, Dean/Director, Program Manager, CPO, CFO

