

Procurement Card Violation Notification

Cardholder/Transaction Information

Cardholder Name:		Approving Official Name:	
Department:		Today's Date:	
Transaction ID:		Transaction Date:	
Merchant (Vendor) Name:		Transaction Amount:	

Type of Violation

This transaction has been found to be in violation of Procurement Card Program policy, as indicated below.

	Cash or Cash-like transaction - Mandatory 2-strike violation
	Contract without authorized signature - Mandatory 1-strike violation
	Documentation failure - Multiple violations may result in strikes
	Inadvertent personal purchase (attach proof of repayment or credit transaction) - Mandatory 1-strike violation
	Inappropriate purchase - Mandatory 1-strike violation
	Personal Services without Pre-Authorization - Mandatory 1-strike violation
	Sharing the card or card number Mandatory 1-strike violation
	Suspected card abuse/employee fraud (report immediately to Procurement Card Administration)
	Split Purchase (breaking up a transaction to avoid limits) - Mandatory 1-strike violation
	Taxes - Multiple violations may result in strikes
	Travel/travel-related expenses - Mandatory 1-strike violation
	Late Submissions/Reallocations – Multiple violations may result in strikes
	Other (specify):

Cardholder Explanation of Purchase. Why this transaction was made on a CCCS PCard and what has been done to correct the situation. (Required. Include additional pages if necessary)

Cardholder Signature: _____ Date: _____

The Cardholder has been notified of Procurement Card Program Policy violation through the use of this form.

Approving Official Printed Name	Approving Official Signature	Date
Program Administrator Signature	Date	Violation Logged <input type="checkbox"/>