

PROCUREMENT CARD VIOLATION NOTIFICATION



PLEASE DO NOT PRINT THE FORM. Please complete the form electronically only and attach all related receipts and email to pcard@uwyo.edu for review.

If Procurement Services determines a reimbursement is necessary, a check payable to University of Wyoming must be provided to Procurement & Payment Services (Hill Hall) within 30 days of this notification.

Note: Violations could result in revocation of your P-Card.

INFORMATION

A violation of UW's Policies and Procedures established for use of the Procurement Card has occurred. This form is used to document the violation, explanation of occurrence and plans to mitigate occurrence in the future. **Details of violation:**

Cardholder Name: _____ Today's Date: _____ Merchant Name: _____

Department Name: _____ Email: _____ Transaction Date: _____

Requested by: Dept ____ Procurement ____ Last 4 digits of Card: _____ Transaction Amount: _____

PROHIBITED CARD TRANSACTIONS

- _____ Personal Purchase
- _____ Alcoholic Beverages or Tobacco Products
- _____ Non CDW-G Computer Purchase without IT approval
- _____ Transactions requiring a contract
- _____ Other _____

P-CARD MISUSE

- _____ Split purchase
- _____ Lending of card or card number
- _____ Using multiple cards to circumvent card limit
- _____ Frequently missing required documentation
- _____ Unreconciled transaction(s) past 30 days old
- _____ Other _____

CARDHOLDER EXPLANATION – Explain why this misuse/violation was made on a UW Procurement Card and steps taken to prevent this misuse/violation from happening in the future (incomplete narratives will be returned):

Please include original charge account(s) that will be or was used for reconciliation Expense report # (if applicable) _____

APPROVAL AUTHORITY CERTIFICATION SIGNATURE – Mark appropriate category

_____ I hereby acknowledge that the above is a **PROHIBITED CARD TRANSACTION** and a violation of the P-Card policies. I further acknowledge repeated violations could result in revocation of the P-Card.

_____ I hereby acknowledge that the above **P-CARD MISUSE** and a violation of the Procurement Card policies. I further acknowledge repeated violations could result in revocation of the P-Card.

Approving Authority's Name _____ Signature _____ Date _____

CARDHOLDER CERTIFICATION SIGNATURE – I hereby acknowledge that the above transaction is in violation of the Procurement Card policies & procedures. I further acknowledge that repeated violations could result in revocation of my P-Card and acknowledge that I have been warned through the use of this form. I understand that I am permitted to make purchases that are in compliance with Procurement Card policies and agree to refer to my Procurement Card Policies & Procedures or Procurement Card Program Administration if I am unsure about Procurement Card policies or instructions.

Cardholder's Name _____ Signature _____ Date _____

STEPS BELOW TO BE COMPLETED BY PROCUREMENT SERVICES

WILL THE CARDHOLDER NEED TO REIMBURSE UW? ____ Yes ____ No **Reimbursement amount due:** \$ _____

In accordance with University of Wyoming Procurement Card Policies & Procedures, the following action is being taken:

- | | |
|-----------------------------------|-------------------------------|
| _____ Warning | _____ 6-month card suspension |
| _____ Mandatory re-train on _____ | _____ Card revocation |
| _____ 3-Month card suspension | _____ Other: _____ |

Procurement Services Name _____ Signature _____ Date _____