

PROCUREMENT CARD VIOLATION NOTIFICATION

This form is used to document a violation of the UW Policies and Procedures established for use of the university Procurement Card.



Procurement and Payment Services

DO NOT PRINT THIS FORM - Please complete the form electronically.

Email **completed form** and **all related itemized receipts** to pcard@uwyo.edu for review. *Incomplete forms will be returned.*

If a reimbursement is necessary, a **check payable to University of Wyoming** must be provided to Procurement & Payment Services **within 30 days of the reviewed and signed notification from Procurement Services.** *Cash is not accepted.*

TRANSACTION INFORMATION Today's Date _____ Last 4 digits of Card _____

Requested by: Cardholder Name _____ Merchant Name _____

____ Department Cardholder Email _____ Transaction Date _____

____ Procurement Department Name _____ Unallowable Amount in USD \$ _____

PROHIBITED P-Card Transactions

____ Personal purchase

____ Alcoholic beverages or Tobacco products

____ Non-CDW-G computer purchase without IT approval

____ Sales tax

____ Transaction(s) requiring a contract

____ Other _____

P-Card MISUSE

____ Split purchase

____ Lending/sharing of card or card number

____ Using multiple cards to circumvent card limits

____ Frequently missing required purchase documentation

____ Unreconciled transaction(s) past 60 days

____ Frequent unreconciled transaction(s) past 30 days

____ Other _____

Incomplete narratives will be returned.

CARDHOLDER EXPLANATION - Provide an explanation of the purchase violation/misuse.

PREVENTIVE STEPS - Describe the steps that have been/will be taken to prevent future occurrences.

Please include original charge account(s) used for reconciliation. **Expense report #** _____

Entity - Account - Fund Class - Fund Source - Org - Exp Class - Program - Activity - Future - Reimburse Amount *Project - Org - Exp Type - Task - Reimburse Amount*

Cardholder Certification Signature

I hereby acknowledge that the above transaction is in violation of the UW Procurement Card Policies and Procedures. I further acknowledge that repeated violations could result in revocation of the p-card and acknowledge that I have been warned through this form. I understand that I am permitted to make purchases that are in compliance with Procurement Card policies and procedures and agree to refer to the Procurement Card Policies & Procedures manual or contact Procurement Card Program Administration if I am unsure about procurement card policies or instructions.

Cardholder's Name _____ Signature _____ Date _____

Approving Authority Certification Signature (Department Head, Director, Dean, Vice President, President)

Approving Authority's Name _____ Signature _____ Date _____

THIS SECTION COMPLETED BY PROCUREMENT SERVICES Reimbursement due: ___ No ___ Yes Amount due: \$ _____

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

___ Warning: ___ 1st ___ 2nd ___ Mandatory re-training due by _____

___ Card Suspension: ___ 3-month ___ 6-month ___ Card Revocation Other: _____

Procurement Services Name _____ Signature _____ Date _____