Unauthorized Procurement/Procurement Card Violation

This purchase does not appear to be in compliance with the District's Procurement Policies for the reason indicated below. This form needs to be completed and sent back to Procurement Services with all supporting documents with **10 days** of the date received.

Date: _____ **Unauthorized Procurement _____P-card Violation _____**

Employee: _____

P-Card Holder: _____

School/Department: _____

Merchant Name: _____Transaction Amount: _____

Transaction Date: _____ Transaction ID: _____

Type of Violation: _____

1) List the Facts and Circumstances Surrounding the Act **(Completed by the Employee**):

_____

_____

_____

_____

2) Describe Disciplinary and Corrective Actions taken **(Completed by the Principal/Department Director):**

_____

_____

_____

P-Card Administrator Determination & Action (**Completed by P-card Administrator**)**:**

_____Do Not Revoke Card _____ Revoke Card

****

P-Card Administrator Signature: _____Date: _____

Employee Signature: _____Date: _____

P-Card Holder Signature: _____Date: _____

Principal/Department Director: _____Date: _____

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