



RICHLAND ONE

PROCUREMENT SERVICES

Purchasing Card Violation Form

Ref. Violations and Consequences - RSCD1 P-Card IOP

This form will be used to document transactions resulting in a violation.

Note: Violations may be grounds for card revocation and/or suspension.

Cardholder:	Transaction Date:
Approver:	Transaction Reference #:
Department	Merchant:
Today's Date:	Amount:

The following violation has been found in reference to the above transaction. The signed violation form will be kept on file documenting each violation.

Indicate Tier of Violation	Violation Category Summary
☐	Tier 1
☐	Tier 2
☐	Tier 3
☐	Tier 4
☐	Other:

Note: Violations resulting in any unauthorized or personal spending will require the cardholder to reimburse the District in full for the total spent within 2 business days.

Cardholder Explanation – Explain why the purchase was made on the P-Card and provide detailed information on what has been done to correct the situation. Attach additional sheet if necessary.

Cardholder Certification – I hereby acknowledge that the above transaction is in violation of the Purchasing Card Procedures and that repeated violations could result in revocation of my purchasing card. I further acknowledge that I have been warned using this form. I understand that I am permitted to make purchases that are in compliance with Purchasing Card Policy and agree to refer to the P-Card IOP or contact my department Program Administrator if I am unsure about the purchasing card policies or instructions.

_____ Date	_____ Cardholder Signature	_____ Printed Name
---------------	-------------------------------	-----------------------

PENALTIES FOR VIOLATIONS

During the audit process, the P-Card Administrator will review each transaction and issue violation warnings where required. ***Violations are cumulative***

Tier 1 - WARNING	<ul style="list-style-type: none"> An email notification will be sent to the Cardholder, Liaison, and Approver. A Violation Form must be filled out and submitted to the P-Card Administrator within 10 business days of the email notification or the card is subject to suspension. The violation will be documented in the Violation Log. Other: _____
Tier 2 - MINOR VIOLATION * The violation will apply to all parties applicable to include, but not be limited to, Cardholder, Liaison, and/or Approver.	<ul style="list-style-type: none"> The card will be suspended immediately and will be subject to suspension for up to 20 days or revoking due to non-compliance. An email notification will be sent to the Cardholder, Liaison, and Approver. The Cardholder will prepare a Violation Form detailing: <ul style="list-style-type: none"> A description of the item(s)/service(s) purchased the date of expenditure the vendor/supplier's name the amount of expenditure an explanation of violation The form must be sent to the P-Card Administrator with signature acknowledgement. To ensure understanding of policy and procedures, the Cardholder, Liaison, and Approver must complete MANDATORY P-Card refresher training within 10 business days of the notification of violation. This training must be completed by all parties before the card can be restored as active. The Cardholder must pass a P-Card exam and receive 80% or higher before card privileges can be restored. The violation will be documented in the Violation Log. Other: _____
Tier 3 - MAJOR VIOLATION	<ul style="list-style-type: none"> The card will be suspended immediately for 30 days and is subject to revoking due to non-compliance. An email notification will be sent to the Cardholder, Liaison, Approver, Cardholder's immediate supervisor, and executive level supervisor. The violation will apply to all parties applicable to include, but not be limited to, Cardholder, Liaison, and/or Approver. The P-Card Administrator will prepare a Violation Form detailing: <ul style="list-style-type: none"> A description of the item(s)/service(s) purchased the date of expenditure the vendor/supplier's name the amount of expenditure an explanation of violation The form will be sent to the Cardholder, Liaison, Approver, Cardholder's immediate supervisor, and executive level supervisor. To ensure understanding of policy and procedures, the Cardholder, Liaison, and Approver must complete MANDATORY P-Card refresher training within 10 business days of the notification of violation. This training must be completed by all parties before the card can be restored as active. The Cardholder must pass a P-Card exam and receive 90% or higher before card privileges can be restored. The violation will be documented in the Violation Log and personnel file. Other: _____
Tier 4 - Termination of Card and Program Participation The third cumulative offense violation will result in the immediate termination of the Cardholder in P-Card Program, and their card will be revoked due to non-compliance.	
Cardholder Signature:	Printed Name:
P-Card Administrator:	Printed Name:
Director, Procurement Services:	Printed Name: