



## Auraria Higher Education Center

# PROCUREMENT CARD (P-CARD) PROGRAM/VIOLATION WARNING

### INFORMATION

Cardholder Name: \_\_\_\_\_ Department Name: \_\_\_\_\_  
Cardholder's Approving Official Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Transaction ID #: \_\_\_\_\_ Transaction Date: \_\_\_\_\_  
Merchant Name: \_\_\_\_\_ Transaction Amount: \_\_\_\_\_

### TYPE OF VIOLATION

The following P-Card violation has been found in reference to the above transaction.

Approving Official Instructions - obtain information from the cardholder about why this purchase was made on his/her P-Card. Mark the appropriate category below. See P-Card Handbook for details on recognizing a violation.

☐ **PERSONAL PURCHASE**

☐ **CASH TRANSACTION**

☐ **SPLIT PURCHASE**

☐ **OTHER, EXPLAIN BELOW:**

☐ **INAPPROPRIATE PURCHASE:**

☐ **Contract Requiring Authorized Signature**

☐ **Drug Enforcement Agency Licensed Substance**

☐ **Did Not Use Required Price Agreement**

☐ **Radioactive Material**

☐ **Food (Unless cardholder has an approved official function form)**

☐ **Travel & Travel Related Expenses (e.g., meals)**

☐ **Services (No P-Card PO prior to purchase being made)**

☐ **Lack of Documentation - Note: Unavailable Documentation Form must be completed and attached**

☐ **Other:** \_\_\_\_\_

**CARDHOLDER EXPLANATION** - Explain why this purchase was made on a P-Card and explain what has been done to correct the situation:

**APPROVING OFFICIAL CERTIFICATION SIGNATURE** - I hereby acknowledge that the above transaction is a violation of the P-Card policies and I further acknowledge that the cardholder has been warned through the use of this form.

Approving Official Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CARDHOLDER CERTIFICATION SIGNATURE** - I hereby acknowledge that the above transaction is in violation of the P-Card policies. I further acknowledge that I have been warned by use of this form. I understand that I am only permitted to make purchases that are in compliance with P-Card policies and agree to refer to my Handbook, or contact P-Card Administration if I am unsure about P-Card policies or instructions.

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**P-CARD ADMINISTRATION DETERMINATION AND SIGNATURE** - I have reviewed the above information and have taken the following action:

☐ **WARNING GIVEN**

☐ **ASSIGNED POINTS - AMOUNT** \_\_\_\_\_

☐ **CARD REVOKED**

**Explanation:**

P-Card Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_