



**NOTIFICATION OF PURCHASING CARD
DISCREPANCY/ VIOLATION FORM**

Today's Date:

Cardholder's Name:

Purchasing Card Account #:

Supervisor/Budget Head's Name:

Form Initiated By (Check one):

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CARDHOLDER

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SUPERVISOR/BUDGET HEAD

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PURCHASING CARD
ADMINISTRATOR

Date(s) of Discrepancy/Violation:

Describe Discrepancy/Violation: - (Give date(s), details and describe nature of the discrepancy or violation (i.e., policy/procedure violation, card misuse, card abuse, as per Purchasing Card policy)

Describe/Explain Circumstances Causing Violation/Discrepancy: (Describe purchases, vendors, amounts, individuals involved, etc., as applicable. Attach supporting documentation, if necessary.)

Description/Dates of Previous Discrepancy/Violations for Card Account in the last 12 months:

Signature

Print Name

Date

SUBMIT FORM TO PURCHASING CARD ADMINSTRATOR

FOR PURCHASING CARD ADMINISTRATOR USE ONLY:

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MATTER ADDRESSED with cardholder and supervisor/budget head. On file for 12 months.

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REFERRED TO REVIEW COMMITTEE due to nature of or number of discrepancy/violation(s).

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REFERRED TO HUMAN RESOURCES FOR INVESTIGATION due to nature of or number of discrepancy/violation(s).

Purchasing Card Administrator's Signature

Date

Form 3300/015 (10/26)