

Infraction Type

LVL1.1
No Works Sign-off

LVL1.2
Lack of documentation or no receipts

LVL2.1
Splitting orders to circumvent limits

LVL2.2
Unauthorized purchases per PCard Manual (examples: gifts, meals while on travel, etc.)

LVL2.3
Accidental personal purchases

LVL3
Fraud and Abuse

First Occurrence

PCard Accountant to email cardholder with supervisor in copy

PCard Manager to email cardholder with supervisor in copy
Card suspended until cardholder completes mandatory PCard manual training
Cardholder to sign PCard Acknowledgement form w/ clear statement that discipline may result with next occurrence
Cardholder must immediately pay back the District for the accidental purchase

PCard Manager informs HR, cardholder supervisor, and supervisor's manager
Mandatory supervisor consultation with HR and Finance Admin. to determine appropriate disciplinary action
Card suspended*

Second Occurrence

PCard Manager to email cardholder with supervisor in copy
Card suspended until cardholder completes mandatory reconciliation training
Cardholder to sign PCard Acknowledgement form w/ clear statement that discipline may result with next occurrence

PCard Manager to email cardholder and supervisor, with their supervisor in copy
Supervisor to schedule investigatory meeting with employee
Cardholder must immediately pay back the District for the accidental purchase

Third Occurrence

PCard Manager to email cardholder and supervisor, with their supervisor in copy
Supervisor to schedule investigatory meeting with employee