



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: _____