



Purchasing & Logistics

DEPARTMENT OF PUBLIC SAFETY

P-Card Violation Form

Cardholder Name: _____ Cardholder's Manager: _____

Division/Section Name: _____

Vendor Name: _____ Commodity Type: _____

Date of Transaction: _____ Transaction Amount: _____

Type of Violation: (may subject cardholder to disciplinary action as prescribed by state personnel policy)

- Failure to follow NCDPS purchasing guidelines for purchasing goods and services
- Split transaction to circumvent card limits and/or bidding requirements
- Failure to provide documentation on time and/or review transactions on time
- Lack of documentation
- Inappropriate purchase (not within NCDPS guidelines)
- Personal Purchase

Cardholder Explanation (required) – Explain why this purchase was made on your P-Card and actions you have taken to correct the situation and ensure it does not re-occur. Attach additional sheets if necessary.

Cardholder's Signature: _____ Date: _____

Cardholder's Manager (required) – I have reviewed this infraction with the above listed Cardholder and took the following action:

- 1st Offense – Verbal Warning
- 2nd Offense – Written Warning
- Suspension
- Revocation

Cardholder's Manager Signature: _____ Date: _____

NCDPS P- Card Administrator Signature: _____ Date: _____