

P-Card Issue & Warning Notices Flow Chart

P-Card Issue Notice 1

- P-Card Issue Notice is emailed to Card User/Amin Assistant to notify of an issue that has occurred
- Principal/Budget Manager is copied in email
- Card User/Admin signs notice and returns it to P-Card Administrator

P-card Issue Notice 2

- P-Card Issue Notice is emailed to Card User/Amin Assistant to notify of an issue that has occurred
- Principal/Budget Manager is copied in email
- Card User/Admin signs notice and returns it to P-Card Administrator

P-Card Issue Notice 3

- P-Card Issue Notice is emailed to Card User/Amin Assistant to notify of an issue that has occurred
- Principal/Budget Manager is copied in email
- Card User/Admin signs notice and returns it to P-Card Administrator

P-Card Warning Notice 1

- P-Card Warning Notice is emailed to Principal/Budget Manager to notify of issue(s) occurred
- Principal/Budget Manager signs P-card Warning Notice and returns it to P-Card Administrator

P-card Warning Notice 2

- P-Card Warning Notice is emailed to Principal/Budget Manager to notify of issue(s) occurred
- Principal/Budget Manager signs P-card Warning Notice and returns it to P-Card Administrator

Two P-Card Warning Notices will initiate a review by the P-Card Administrator and reported to the appropriate supervisor.