



P-Card Issue Notice

It is the responsibility of the Cardholder and Budget Manager to ensure that the referenced issue is corrected. Submit this signed P-Card Issue Notice along with a memo of explanation to the P-Card Administrator within five business days of receipt of this notice.

Three P-Card Issue Notices will result in a P-Card Warning Notice sent to the Principal/Director. Please refer back to P-Card manual for any questions or contact P-Card Administrator. Please note a copy of this notice will be emailed to immediate supervisor.

Today's Date: _____

Campus / Department: _____ Campus/Department #: _____

Name as it appears on card: _____ Last 4 digits of card #: _____

Date Issue Occurred: _____ Statement ID: _____

Transaction Amount: _____

Card User: _____

Description of Issue: _____

1ST Issue

2nd Issue

3rd Issue

P-card Administrator's Signature

Date

Card User:

Explanation- Explain why this purchase was made on a BISD credit card and information on what has been done to correct the situation. Attach additional documentation, if necessary.

Card User's Signature

Date

Please return to P-Card Administrator