



P-Card Warning Notice

It is the responsibility of the Cardholder and Budget Manager to ensure that the referenced issues are corrected. This P-Card Warning Notice is to inform the Budget Manager of multiple P-Card minor errors or a major error that has occurred.

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

Today's Date: _____

Campus / Department: _____ Campus/Dept #: _____

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

Date Issue Occurred: _____ Statement ID: _____

Transaction Amount: _____ Card User: _____

Description of Issue: _____

Past Issues:

1ST Warning

2nd Warning

P-card Administrator's Signature

Date

Principal/Director's Signature

Date

Campus/Department Action Plan

Explain procedures taken to ensure P-Card compliance by noted card user for noted issues. Attach additional documentation, if necessary.

Please return to P-Card Administrator