



## Purchasing Card Violations Form

Following investigation, the individual listed has failed to comply with the agreed to requirements, policies, or procedures for the GMCS Purchasing Card Program. The cardholder's purchasing card has been temporarily suspended until the listed conditions are met and a copy of written Disciplinary Action is placed in the employee's Personnel file.

Name of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Site: \_\_\_\_\_

Amount of any Unauthorized/Unsupported charges due to the District: \$ \_\_\_\_\_

**Description and dates of Violations:** \_\_\_\_\_

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1. Cardholder must attach a written statement of corrective action that will be taken to prevent a recurrence of the listed program violations.
2. If similar violations have occurred in the past, include an explanation of why the corrective actions taken have not prevented the problem from recurring. *Note that progressive discipline, removal of purchasing card privileges and other actions, up to and including personal financial liability and termination may be enforced.*
3. If money is due, a receipt from the Business Services for exact cash, cashier's check, or money order for amounts due to GMCS must be attached showing proof of reimbursement.
4. Supervisor must complete written Disciplinary Action and submit a copy to Personnel for the Cardholder's file.

Date documentation of Disciplinary Action was provided to Personnel: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Cardholder Supervisor Signature: \_\_\_\_\_

Personnel's Confirmation Discipline Received: \_\_\_\_\_

Procurement Director (or Designee) Signature: \_\_\_\_\_

**Procurement Use:**

\_\_\_\_\_ Date Received  
\_\_\_\_\_ Documentation attached (yes/no)  
\_\_\_\_\_ Date Card Reactivated