PCard Budget Holder/Reviewer Infraction Table

First Infraction

PCard Manager will send infraction email to Budget Holder

Support and training offered by PCard Team

Second Infraction

CFO Office contacts Budget Holder

CFO office reminds (via email or call) Budget Holders between the 13th and end of month.

Third Infraction

Infractions are tallied on FY basis. Each fiscal year, the database is reset.