

## Infraction Type

LVL1.1  
No Works Sign-off

LVL1.2  
Lack of documentation or no receipts

LVL2.1  
Splitting orders to circumvent limits

LVL2.2  
Unauthorized purchases per PCard Manual (examples: gifts, meals while on travel, etc.)

LVL2.3  
Accidental personal purchases

LVL3  
Fraud and Abuse

## First Occurrence

PCard Accountant to email cardholder with supervisor in copy

PCard Manager to email cardholder with supervisor in copy  
Card suspended until cardholder completes mandatory PCard manual training  
Cardholder to sign PCard Acknowledgement form w/ clear statement that discipline may result with next occurrence  
Cardholder must immediately pay back the District for the accidental purchase

PCard Manager informs HR, cardholder supervisor, and supervisor's manager  
Mandatory supervisor consultation with HR and Finance Admin. to determine appropriate disciplinary action  
Card suspended\*

## Second Occurrence

PCard Manager to email cardholder with supervisor in copy  
Card suspended until cardholder completes mandatory reconciliation training  
Cardholder to sign PCard Acknowledgement form w/ clear statement that discipline may result with next occurrence

PCard Manager to email cardholder and supervisor, with their supervisor in copy  
Supervisor to schedule investigatory meeting with employee  
Cardholder must immediately pay back the District for the accidental purchase

## Third Occurrence

PCard Manager to email cardholder and supervisor, with their supervisor in copy  
Supervisor to schedule investigatory meeting with employee