

MEMORANDUM

COPPIN STATE UNIVERSITY

Administration and Finance - Procurement Office

2500 W. North Avenue, Baltimore, MD 21216

TO:

FROM: Thomas Dawson, Procurement Card Program Administrator

DATE:

COPY:

RE: **P-CARD VIOLATION - 1ST WARNING**

CSU VISA PURCHASING CARD

In accordance with CSU Procurement Card policies and procedures this warning is issued as a result of a violation(s) as indicated below. Warnings will be calculated on an annual basis. Receipt of 2 warnings in a one year period will result in your card being made **inactive for a period of one (1) year, effective the date of inactivation.** Logs must be received in an accurate and orderly manner. If you are in need of further assistance or explanation, please call Thomas Dawson at 410-951-3792.

This notice is to inform you regarding the VISA transaction log for the cycle ending _____

for the following P-card policy violation (s):

- ☐ Log reconciliation incomplete
- ☐ Missing log information and/or itemized receipts
- ☐ Items on the log are not on the statement –vendor on statement not indicated on log
- ☐ Log and/or receipts not in order
- ☐ Receipt does not match the log amount
- ☐ Missing manager's approval/ Cardholder did not sign log
- ☐ Log not submitted by the 15^h of the month
- ☐ Splitting purchases
- ☐ Restricted purchase

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COPPIN STATE UNIVERSITY

Administration and Finance - Procurement Office

2500 W. North Avenue, Baltimore, MD 21216

TO:

FROM: Thomas Dawson, Procurement Card Program Administrator

DATE:

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RE: **2ND WARNING / P-CARD TERMINATION NOTICE**

CSU VISA PURCHASING CARD

In accordance with CSU Procurement Card policies and procedures this warning is issued as a result of a violation(s) as indicated below. Receipt of 2 warnings in a one year period will result in your card being made **inactive for a period of one (1) year, effective the date of inactivation.** Please be informed that your P-Card ending in _____ will be permanently disabled effective the date of this notice. Return your P-Card, as soon as practical, to the Office of Procurement (Room 265, Physical Education Complex).

This notice is to inform you regarding the VISA transaction log for the cycle ending _____ for the following P-card policy violation (s):

- ☐ Log reconciliation incomplete
- ☐ Missing log information and/or itemized receipts
- ☐ Items on the log are not on the statement –vendor on statement not indicated on log
- ☐ Log and/or receipts not in order
- ☐ Receipt does not match the log amount
- ☐ Missing manager's approval/ Cardholder did not sign log
- ☐ Log not submitted by the 15^h of the month
- ☐ Splitting purchases
- ☐ Restricted purchase