

**UNIVERSITY PROCUREMENT
CARD SERVICES
PROCUREMENT CARD REVIEW ACTIONS**

Level One Infractions

- Items shipped to non EKU address
- Unauthorized business/travel meals or food purchases
- KY State Sales Tax
- Any restricted purchases excluding alcohol (see level two infractions)

Consequences of Level One Infraction

- First Offense:
 - 5 day Letter of Warning and attend a procard training
 - Failure to rectify the infractions within 5 days will result in 30 day suspension of card
 - Attend procard training within 30 days of 5 day warning
- Second Offense:
 - Letter of warning, attend a procard training and 30 day card suspension
 - Cardholder must rectify the infractions and attend a procard training within 30 days or card will remain suspended
- Third Offense:
 - Revocation of Procard privileges

Level Two Infractions

- Delegation of card to another individual
- Alcoholic beverages purchased
- Failure to provide a business purpose
- Failure to submit statement by deadline with completed checklist
- Missing Receipts
- Personal purchases

Consequences of Level Two Infraction

- First Offense:
 - Five (5) day warning and attend a procard training
 - Failure to rectify the infractions within 5 days will result in 30 days suspension of card
 - Attend procard training within 30 days of 5 day warning
- Second Offense :
 - Revocation of Procard privileges

Level Three Infractions

- Intentional cardholder fraud
- Split transactions to negate single transaction limit

Consequences of Level Three Infraction

- First Offense:
 - Revocation of Procard privileges
 - Notification sent to Internal Audit