

**Boise State University  
Pcard Non-compliance Warning Form**

**Identification of apparent problem or violation:**

Cardholder Name \_\_\_\_\_ Department \_\_\_\_\_

Merchant Name \_\_\_\_\_

Transaction Amount \_\_\_\_\_ Transaction Date \_\_\_\_\_

The following non-compliance issue has been found in reference to the above transaction.

- |   |   |
|---|---|
| _____ Failure to provide documentation on time      | _____ Sales tax paid                      |
| _____ Split Transaction to avoid bid, card limits   | _____ Personal Purchase                   |
| _____ Failure to Purchase from Contract Vendors     | _____ Entertainment Expense form required |
| _____ Incomplete or missing receipt (specify) _____ |   |

Other \_\_\_\_\_

**Please note above if you are reporting this purchase anonymously & would like this particular purchase flagged for audit.**

Cardholder needs to remedy above non-compliance issue within \_\_\_ days to avoid escalation to department head, dean or business manager.

Action required by cardholder to remedy:

\_\_\_\_\_

If the issue remains unresolved past due date specified by group coordinator, please complete the section below, including department head signature. Fax or send to University Pcard Administrator.

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**Department Head or Department Pcard Coordinator Recommendations**

Cardholder has not responded or remedied above non-compliance issue. Any unresolved non-compliance issues must be reported to University Pcard Administrator.

Recommended action per department:

- \_\_\_\_\_ No Action (please explain below)
- \_\_\_\_\_ Warning Letter
- \_\_\_\_\_ Deactivate Pcard for a period of \_\_\_\_\_
- \_\_\_\_\_ Revoke Card

Department Head and/or Pcard Coordinator comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Pcard Coordinator Signature \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date \_\_\_\_\_

<p><b>Pcard Administrator- recommendation, comments and action:</b></p> <p>_____ _____ _____ _____</p>
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Original to be maintained by dept    Copy to cardholder  
Forward a copy to Pcard Administrator if issue remains unresolved over 30 days or if action needs to be taken

Purchasing Signature _____
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