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|  | Procurement Card  Purchase Review Form | |
| **Procurement Card Detail:** | | |
| Card Name |  | |
| Card Number |  | |
| Card Statement Date |  | |
| Card Custodian |  | |
| Supervisor of Card Custodian |  | |
| Administrator of Card Custodian |  | |
| **Transaction Detail:** | | |
| Transaction Date |  |  |
| Posting Date |  |  |
| Merchant Name |  |  |
| Transaction Amount |  |  |
| Budget Chartstring |  |  |
| Purchase Description |  |  |
|  |  | |
| PCard Misuse/Issue: | \_\_\_\_\_ Dividing/splitting purchases to avoid transaction limit  \_\_\_\_\_ Purchasing items on Prohibited Purchases list  Items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_ \_\_ Failure to review and allocate transactions by deadline  \_\_\_\_\_ Failure to provide appropriate comments for purchases  \_\_\_\_\_ Failure to provide adequate documentation for purchases  \_\_\_\_\_ Purchasing items outside purchasing/budget limits  \_\_\_\_\_ Failure to secure prior approval for specific purchases as  described in Pcard manual  \_\_\_\_\_ Shipping to an unapproved non-YVC address  \_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Frequency of misuse: | \_\_ \_\_ First instance – advised cardholder of proper procedures  \_\_\_\_\_ Second instance – training required on proper procedures.  **Card suspended until training completed.**  **\_\_\_\_\_ Final instance. Card to be terminated by Director of Business**  **& Accounting Services.** | |
| Additional Information |  | |

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| --- | --- | --- | --- |
| Completed by Purchasing |  | Date |  |
| Reviewed by Director of Business & Accounting Services |  | Date |  |

O: PCard Tracking File

C: Cardholder, Supervisor, and Administrator