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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