PCard Budget Holder/Reviewer Infraction Table

Budget Holder Infractions (no Works review/sign off by deadline)

First Infraction

- PCard Manager will send infraction email to Budget Holder
- Support and training offered by PCard Team

Second Infraction

- CFO Office contacts Budget Holder
- CFO office reminds (via email or call) Budget Holders between the 13th and end of month.

Third Infraction

- Budget Holder PCard review/sign off responsibility is transferred to direct supervisor until meeting/chat is held and documented between supervisor and Budget Holder.
- Once review/sign off responsibility has been returned to the Budget Holder, the Budget Holder will have seven business days to sign off on outstanding transactions.
- Subsequent LVL4.0 infractions may cause review/sign off responsibility to be transferred back to the direct supervisor.

Infractions are tallied on FY basis. Each fiscal year, the database is reset.

Reminders sent to the Budget Holder

Budget Holder Review Timeline

- Budget Holders are to review and sign off cardholder transactions no later than the 12th of each month for the previous month's transactions.
- Only transactions reconciled by the cardholder are visible to a Budget Holder in Works and only these transactions may have an infraction applied if not signed off by the Budget Holder. All others will be flagged.

First Reminder

PCard Accountant emails
Budget Holders on the 8th in
advance of review/sign off
deadline (on the 12th)

- **Second Reminder**
- PCard Accountant emails
 Budget Holders who did not
 meet review/sign off deadline
 on the 13th
- PCard Manager sends Infraction notice.

Third Reminder

 CFO office reminds (via email or call) Budget Holders between the 13th and end of month.