

PCard Infraction Table

Infractions are classified by Tier and each Tier has its own infraction path. The Tiers and occurrence are independent of each other. For example, you can have a second occurrence of a Tier I infraction and then receive a first occurrence of a Tier II infraction within the same fiscal year.

| | Infraction Type | First Occurrence | Second Occurrence | Third Occurrence | Fourth Occurrence |
|----------|--|---|--|--|---|
| Tier I | LVL1.1 No Works Sign-off LVL1.2 Lack of documentation or no receipts | <ul style="list-style-type: none"> PCard Accountant to email cardholder with supervisor in copy | <ul style="list-style-type: none"> PCard Manager to email cardholder with supervisor in copy Card suspended until cardholder completes mandatory reconciliation training Cardholder to sign PCard Acknowledgement form w/ clear statement that discipline may result with next occurrence | <ul style="list-style-type: none"> PCard Manager to email cardholder and supervisor, with their supervisor in copy Supervisor to schedule investigatory meeting with employee | <ul style="list-style-type: none"> PCard Manager to email cardholder and supervisor, with their supervisor in copy Mandatory supervisor consultation with HR and Finance Admin. to determine appropriate disciplinary action Card suspended* |
| Tier II | LVL2.1 Splitting orders to circumvent limits LVL2.2 Unauthorized purchases per PCard Manual (examples: gifts, meals while on travel, etc.) LVL2.3 Accidental personal purchases | <ul style="list-style-type: none"> PCard Manager to email cardholder with supervisor in copy Card suspended until cardholder completes mandatory PCard manual training Cardholder to sign PCard Acknowledgement form w/ clear statement that discipline may result with next occurrence Cardholder must immediately pay back the District for the accidental purchase | <ul style="list-style-type: none"> PCard Manager to email cardholder and supervisor, with their supervisor in copy Supervisor to schedule investigatory meeting with employee Cardholder must immediately pay back the District for the accidental purchase | <ul style="list-style-type: none"> PCard Manager to email cardholder and supervisor, with their supervisor in copy Mandatory supervisor consultation with HR and Finance Admin. to determine appropriate disciplinary action Cardholder must immediately pay back the District for the accidental purchase Card suspended* | |
| Tier III | LVL3 Fraud and Abuse | <ul style="list-style-type: none"> PCard Manager informs HR, cardholder supervisor, and supervisor's manager Mandatory supervisor consultation with HR and Finance Admin. to determine appropriate disciplinary action Card suspended* | | | |

*1st year card suspended is until the end of the fiscal year. 2nd year card suspended, Pcard privileges permanently revoked.