



1505.2.1RD UNC Travel & Expense Card Misuse/Abuse Notification

Please email completed form to travelcard@unc.edu.

DATE OF NOTIFICATION: _____

Please check one:

Abuse - Intentionally or unintentionally violating policies and procedures for **personal gain**.

Misuse - Intentionally or unintentionally violating policies and procedures for **work-related gain**.

RE: T&E Card Account (last four digits of credit card #)

Attention Accountholder _____ and

Department Approver _____:

The following transaction(s) occurred on your University Purchasing Card:

<u>MERCHANT</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>POLICY INFRACTION</u>
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As outlined in T&E Card policies and procedures, this type of transaction is not permissible on the University Travel & Expense Card. As a result, policy requires this letter of notification be issued. **Should three or more misuse violations occur within a 12-month or audit review period, your T&E Card privileges will be suspended. Abuse violations will result in immediate cancellation of your T&E Card.**

Per the T&E Card *Accountholder Agreement*, the Accountholder may be held personally liable for any funds misused with their card. Should you have any questions or concerns regarding this letter or the related transaction(s), please contact the University Travel Card Office at (919) 962-2255. If you are ever unsure as to whether a purchase is allowed, please contact the Travel Card Manager at travelcard@unc.edu prior to making the purchase. Thank you.

Comments or Further Action Required:

By signing below, I acknowledge that I have been duly informed of the findings outlined above and understand the circumstances of this notification.

_____ Accountholder Name	_____ Signature	_____ Dept. No.	_____ Date
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