



Purchasing Card Misuse/Abuse Notification Form 1252.2.3f

Instructions: Email this completed form to pcard@unc.edu, to document purchasing card misuse and/or abuse. Then upload a copy of this completed form to the transaction in WORKS. For additional information regarding allowable and non-allowable Purchasing Card (P-Card) transactions view the [Procedure on Using a Purchasing Card 1252.2](#). This document may be filled out by the Accountholder or another member of the department.

Date of Notification: _____

Type of Infraction *(select one from the dropdown):* _____

Last 4-digits of P-Card Number:

Accountholder _____
(First and Last Name)

The following transaction(s) occurred on the University P-Card:

Merchant	Date	Amount	TXN Number
1. _____			
2. _____			

As outlined in P-Card policies and procedures, this type of transaction is not permissible on the University Card. As a result, policy requires this letter of notification be issued. Should three or more misuse violations occur within a 12 month review period, your P-Card privileges may be suspended. Abuse violations may result in immediate cancellation of your P-Card.

Per the P-Card Accountholder Agreement, the Accountholder may be held personally liable for any funds misused with their card; and must reimburse the University. Should you have any questions or concerns regarding this letter, the related transaction(s) listed, or if you are unsure if a purchase is allowed, contact the University P-Card Office at pcard@unc.edu.

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.

_____	_____	_____	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Accountholder First & Last Name	Accountholder Signature	Date	Department Number

_____	_____	_____
Business Manager/Department Head First & Last Name	Business Manager/Department Head Signature	Date