



P-CARD REPORTING FORM

Reported By: _____ **Phone Number:** _____

Cardholder Name: _____ **Last four digits of card:** _____

Select P-Card Misuse or Non-Compliance (choose one)

1. *P-Card Misuse:

Select the area(s) that apply and refer to page 2 for reporting and documentation requirements:

- P-Card used to purchase personal items (intentional or unintentional)
- Purchased items on the P-Card not authorized for purchase by the employee
- Retained a rebate or refund from a vendor, bank or other financial institution for personal use
- Used the P-Card for purchases over \$2,499, without an approved exception.
- Purchased gift cards, alcoholic beverages, tobacco products or personal items
- Any person, including a Supervisor/ Approving Official who knowingly, intentionally, willfully, wantonly, or recklessly allowed or conspired with the cardholder on any of the actions noted above

2. Non-Compliance to P-Card Manual:

Refer to the P-Card Manual/Appendix C: Chart 1 – Consequences of Non-Compliance. List the area(s) of Non-Compliance that apply and refer to page 2 of this form for reporting and documentation requirements:

1. _____
2. _____

Comments:

_____ **Date:** _____
Signature (Reported By)

** Any incidents of P-Card Misuse as described above must be reported to the Chief Auditor’s Office at the BOR. At UGA, this reporting requirement will be handled centrally from Finance Division to the BOR. In addition, the State Attorney General’s Office will review all cases of alleged employee misuse that have been reported to the BOR.*

P-Card Reporting Form Instructions

For reported cases of **Personal** P-Card Misuse, attach the following to the P-Card Reporting Form:

- ✓ A memo on letterhead explaining the circumstance of what happened (including a timeline of the incident and if the employee self-reported the incident). Be sure to reference the transaction number(s).
- ✓ A copy of the receipt and/or other supporting documentation.
- ✓ A check made payable to UGA (if the purchase was for personal use/gain)
- ✓ Submit the entire package to Finance Division, 320 Business Services Building

For all **Other** P-Card misuses and reported cases of Non-Compliance to the P-Card Manual, attach the following to the P-Card Reporting Form:

- ✓ A memo on letterhead explaining the circumstance of what happened. Be sure to reference the transaction numbers(s).
- ✓ A copy of the receipt and/or other supporting documentation.
- ✓ Submit the entire package to P-Card Administrator, Procurement Office, 301 Business Services Building

Note:

Notices of non-compliance will be issued by the Finance Division and/or a P-Card Administrator/Coordinator for cases of P-Card Misuse and Non-Compliance. All UGA notices of non-compliance will be addressed to the cardholder and copied to the Approving Official and the Department Head. Receipt of five(5) UGA notices of non-compliance will result in loss of P-Card and possible disciplinary action, up to and including termination of employment.