## PCard Budget Holder/Reviewer Infraction Table

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

#### **First Infraction**

- PCard Team 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 13<sup>th</sup> 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 12<sup>th</sup> 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 8<sup>th</sup> in
  advance of review/sign off
  deadline (on the 12<sup>th</sup>)
- PCard Manager sends Infraction notice.

on the 13<sup>th</sup>

**Second Reminder** 

PCard Accountant emails

Budget Holders who did not

meet review/sign off deadline

#### **Third Reminder**

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