

# PCard Budget Holder/Reviewer Infraction Table

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

First Infraction	Second Infraction	Third Infraction
<ul style="list-style-type: none"><li>PCard Team will send infraction email to Budget Holder</li><li>Support and training offered by PCard Team</li></ul>	<ul style="list-style-type: none"><li>CFO Office contacts Budget Holder</li><li>CFO office reminds (via email or call) Budget Holders between the 13<sup>th</sup> and end of month.</li></ul>	<ul style="list-style-type: none"><li>Budget Holder PCard review/sign off responsibility is transferred to direct supervisor until meeting/chat is held and documented between supervisor and Budget Holder.</li><li>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.</li><li>Subsequent LVL4.0 infractions may cause review/sign off responsibility to be transferred back to the direct supervisor.</li></ul>

Infractions are tallied on FY basis. Each fiscal year, the database is reset.

## Reminders sent to the Budget Holder

