

PCard Infraction Table

Infractions are classified by Tier and each Tier has its own infraction path. The Tiers and occurrence are independent of each other. For example, you can have a second occurrence of a Tier I infraction and then receive a first occurrence of a Tier II infraction within the same fiscal year.

	Infraction Type	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence
Tier I	<div>LVL1.1 No Works Sign-off</div> <div>LVL1.2 Lack of documentation or no receipts</div>	<ul style="list-style-type: none">PCard Accountant to email cardholder with supervisor in copy	<ul style="list-style-type: none">PCard Manager to email cardholder with supervisor in copyCard suspended until cardholder completes mandatory reconciliation trainingCardholder to sign PCard Acknowledgement form w/ clear statement that discipline may result with next occurrence	<ul style="list-style-type: none">PCard Manager to email cardholder and supervisor, with their supervisor in copySupervisor to schedule investigatory meeting with employee	<ul style="list-style-type: none">PCard Manager to email cardholder and supervisor, with their supervisor in copyMandatory supervisor consultation with HR and Finance Admin. to determine appropriate disciplinary actionCard suspended*
Tier II	<div>LVL2.1 Splitting orders to circumvent limits</div> <div>LVL2.2 Unauthorized purchases per PCard Manual (examples: gifts, meals while on travel, etc.)</div> <div>LVL2.3 Accidental personal purchases</div>	<ul style="list-style-type: none">PCard Manager to email cardholder with supervisor in copyCard suspended until cardholder completes mandatory PCard manual trainingCardholder to sign PCard Acknowledgement form w/ clear statement that discipline may result with next occurrenceCardholder must immediately pay back the District for the accidental purchase	<ul style="list-style-type: none">PCard Manager to email cardholder and supervisor, with their supervisor in copySupervisor to schedule investigatory meeting with employeeCardholder must immediately pay back the District for the accidental purchase	<ul style="list-style-type: none">PCard Manager to email cardholder and supervisor, with their supervisor in copyMandatory supervisor consultation with HR and Finance Admin. to determine appropriate disciplinary actionCardholder must immediately pay back the District for the accidental purchaseCard suspended*	
Tier III	<div>LVL3 Fraud and Abuse</div>	<ul style="list-style-type: none">PCard Manager informs HR, cardholder supervisor, and supervisor's managerMandatory supervisor consultation with HR and Finance Admin. to determine appropriate disciplinary actionCard suspended*			

*1st year card suspended is until the end of the fiscal year. 2nd year card suspended, Pcard privileges revoked.