PCARD INFRACTION MATRIX

150

Intentional Fraud by Cardholder

No Documentation

100

Late Documentation

Splitting Transactions

75

Allowing Someone to Use Your Card

Purchasing Non-Allowable Items

50

Personal Purchases

Missing Receipt - no Missing Receipt Affidavit Form

25

Missing Receipt - with a Missing Receipt Affidavit Form

10

Missing Components of a Business Purpose

Communication to Cardholders:

150 points & Greater - suspension
100 - 145 points -- statement
Below 100 points- Expense Report sent back or email from AP