



DATE: _____

FROM: Responsible User _____ Employee ID Number _____

Responsible Cardholder (if different than user): _____

PCard Liaison: _____

Business Manager or Equivalent: _____

Department Head/Director: _____

TO: Financial Compliance

DEPARTMENT NAME: _____ **DEPARTMENT NUMBER:** _____

Name on Card (exactly as it appears): _____ Last 4 Digits: _____

RE:

Post Date	_____
eDoc Number	_____
Merchant	_____
Amount	_____

THE FOLLOWING POLICY WAS VIOLATED (PLEASE CHECK ONE):

- University Policy: Unallowable Expenditure: Personal Purchases, Alcohol, PCard
- Policy: Restricted Expenditure, pyramiding, Single Transaction Limit
- Other (specify policy): _____

Summary Explanation: (Please attach additional page if the space provided is insufficient)

REQUIRED SIGNATURES

By signing and submitting this letter we acknowledge that a violation of PCard policy has occurred and that the appropriate University/PCard policies will be adhered to in the future. We also acknowledge:

All relevant PCard documentation for this transaction, including copies of itemized receipts, is attached to this form.

For a violation that requires reimbursement to the University, the reimbursement was processed on edoc _____. **Or**

The employee agrees to a payroll deduction of _____

Note: If reimbursement to the University was not completed at the time the self-report violation form is sent to Financial Compliance, a payroll deduction will automatically be processed

Depending on the severity and number of violations, Financial Compliance reserves the option to: 1) Suspend the card, 2) Cancel the card, 3) Suspend the Department's PCard program.

RESPONSIBLE USER:

Name Signature Date

RESPONSIBLE CARDHOLDER (IF DIFFERENT FROM USER):

Name Signature Date

PCARD LIAISON:

Name Signature Date

BUSINESS MANAGER OR EQUIVALENT:

Name Signature Date

DEPARTMENT HEAD/DIRECTOR:

Name Signature Date

Attach a copy to the eDoc in UAccess Financials under Notes and Attachments and AddHoc to group 1062191 FNSV AP Financial Compliance. Step by step instructions are available on the [Self-Reporting Violations web page](#).