

# PCard and Travel Card Misuse Form

 PCARD TRAVEL CARD

Failure to adhere to the University of Miami [Purchasing \(Pcard\) Guidelines/Travel Card Guidelines](#) requires the cardholder and their supervisor to provide an explanation as to why the violation occurred. Completion of this form with signatures confirms that cardholder and supervisor understand the action taken was a violation of the [Purchasing \(Pcard\) Guidelines/Travel Card Guidelines](#) as outlined in the [Purchasing Card User Guide/Travel Card User Guide](#). A repeat offense may result in suspension of card privileges and/or other disciplinary action as allowed by University policy,

- Using the PCard/Travel Card for non-business purposes
- Assignment or Transfer of PCard/Travel Card to an unauthorized person
- Purchases of Restricted Commodities as stipulated in PCard User's Guide
- Lack of Proper and Timely Reconciliation in Workday
- Pyramiding or Splitting Transactions to stay within the limits of \$2,500
- Other (i.e., personal charge)

**REASON FOR VIOLATION (include cost, transaction date, merchant name, and reason):**

## CARDHOLDER'S INFORMATION

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Name:

Signature: (eSignature or print, sign, scan, and send)

Date:

Department

Email

Phone:

## SUPERVISOR'S INFORMATION

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Name:

Signature:

Date:

Department:

Email:

Phone:

## COST CENTER MANAGER INFORMATION

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Name:

Signature:

Date:

Department:

Email:

Phone:

Send completed form to [pcard.ap@miami.edu](mailto:pcard.ap@miami.edu) or [travelcard.ap@miami.edu](mailto:travelcard.ap@miami.edu)