MEMORANDUM

COPPIN STATE UNIVERSITY
Administration and Finance - Procurement Office
2500 W. North Avenue, Baltimore, MD 21216

TO:
FROM: Thomas Dawson, Procurement Card Program Administrator
DATE:
COPY:
RE: P-CARD VIOLATION - 1ST WARNING

CSU VISA PURCHASING CARD

In accordance with CSU Procurement Card policies and procedures this warning is issued as a result of a violation(s) as indicated below. Warnings will be calculated on an annual basis. Receipt of 2 warnings in a one year period will result in your card being made inactive for a period of one (1) year, effective the date of inactivation. Logs must be received in an accurate and orderly manner. If you are in need of further assistance or explanation, please call Thomas Dawson at 410-951-3792.

This notice is to inform you regarding the VISA transaction log for the cycle ending ________

for the following P-card policy violation(s):

☐ Log reconciliation incomplete

☐ Missing log information and/or itemized receipts

☐ Items on the log are not on the statement – vendor on statement not indicated on log

☐ Log and/or receipts not in order

☐ Receipt does not match the log amount

☐ Missing manager’s approval/ Cardholder did not sign log

☐ Log not submitted by the 15th of the month

☐ Splitting purchases

☐ Restricted purchase
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COPPIN STATE UNIVERSITY
Administration and Finance - Procurement Office
2500 W. North Avenue, Baltimore, MD 21216

TO:

FROM: Thomas Dawson, Procurement Card Program Administrator

DATE:

COPY:

RE: 2ND WARNING / P-CARD TERMINATION NOTICE

CSU VISA PURCHASING CARD

In accordance with CSU Procurement Card policies and procedures this warning is issued as a result of a violation(s) as indicated below. Receipt of 2 warnings in a one year period will result in your card being made in active for a period of one (1) year, effective the date of inactivation. Please be informed that your P-Card ending in ______ will be permanently disabled effective the date of this notice. Return your P-Card, as soon as practical, to the Office of Procurement (Room 265, Physical Education Complex).

This notice is to inform you regarding the VISA transaction log for the cycle ending ______ for the following P-card policy violation(s):

☐ Log reconciliation incomplete

☐ Missing log information and/or itemized receipts

☐ Items on the log are not on the statement –vendor on statement not indicated on log

☐ Log and/or receipts not in order

☐ Receipt does not match the log amount

☐ Missing manager’s approval/ Cardholder did not sign log

☐ Log not submitted by the 15th of the month

☐ Splitting purchases

☐ Restricted purchase