



NORTHERN ARIZONA UNIVERSITY
 Contracts, Purchasing, and Risk Management
NOTIFICATION OF VIOLATION (NOV)
 928-523-4557

RETURN TO:
 PO Box 4124
PCard@nau.edu
 Revised 12/31/2018

Reconciler Information

Name:	Approver:
Date:	Default Speedchart:

Violation

The following violation(s) were noted on your Purchasing Card activity contrary to the Purchasing Card User Training Manual and its referenced policies and procedures. Remember, your respective Vice-President, Dean, Chair, or Director, Dept./Approver, and you, the Reconciler, have the responsibility for ensuring all Purchasing Card transactions are conducted in accordance with the Purchasing Card Program policies and procedures, serve the public purpose, further the goals of the University and shall withstand public scrutiny.

- | | |
|--|---|
| <input type="checkbox"/> Improper Card Use by Others | <input type="checkbox"/> Personal Purchase |
| <input type="checkbox"/> Multiple/Split Transactions | <input type="checkbox"/> Restricted Commodity |
| <input type="checkbox"/> Not Approved by Deadline | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Not Verified by Deadline | |

It shall be the responsibility of the Reconciler and designated Approver to ensure the above referenced violations are corrected. Corrective action shall take the form of a letter of explanation/justification. The letter of explanation/justification shall describe, in detail, the purchase transaction, actions initiated to correct the violation and measures implemented to prevent the violation from occurring again. If the charge was personal, a copy of the Bursar deposit receipt shall accompany the documentation.

Multiple violations will initiate a review of your p-card authority and may result in any or all of the following: revocation of your card privileges, a complete audit of your account, or a report of all violations to your department head for further action. Two (2) "accidental" personal purchases over a two (2) year period shall result in loss of p-card privileges.

Details of Violation:

Signature

Reconciler		Vice-President, Dean, Chair or Director	
Print Name:	Date:	Print Name:	Date:
Signature:		Signature:	
Approver		Contracts, Purchasing, and Risk Management	
Print Name:	Date:	Signature:	Date:
Signature:			

Submit to this office, within ten (10) days of notification, a signed and dated Notification of Violation form, letter of explanation/justification, and any/all supporting documentation.