



Violation Matrix 2023

	Violation / Non-Compliance	1 st Offense	2 nd Offense	3 rd Offense
Tracked Over Lifetime	Unauthorized / Accidental Personal Purchase	<ul style="list-style-type: none"> Cardholder / approver notified Cardholder must provide proof that funds were reimbursed within a week 	<ul style="list-style-type: none"> Cardholder / approver / department head notified Card suspended until cardholder provides proof that funds were reimbursed Cardholder Responsibility Agreement must be completed by cardholder 	<ul style="list-style-type: none"> Cardholder / approver / department head notified Card subject to privileges revoked immediately
	Intentional Personal Purchase (Fraud)	<ul style="list-style-type: none"> Card subject to privileges revoked immediately Internal Audit notified 	N/A	N/A
	Missing Receipt or Documentation	<ul style="list-style-type: none"> Cardholder / approver notified 	<ul style="list-style-type: none"> Cardholder / approver / department head notified Card suspended until Cardholder Responsibility Agreement is completed 	<ul style="list-style-type: none"> Cardholder / approver / department head notified Card subject to privileges revoked immediately
Tracked Annually	Unallowable Purchase	<ul style="list-style-type: none"> Cardholder / approver notified 	<ul style="list-style-type: none"> Cardholder / approver / department head notified Card suspended until issue is resolved Card suspended until mandatory training and Cardholder Responsibility agreement is complete by cardholder 	<ul style="list-style-type: none"> Cardholder / approver / department head notified Card subject to privileges revoked immediately
	Deadline Exceeded / Past Due Transactions (20 Days)	<ul style="list-style-type: none"> Cardholder / approver / direct supervisor notified Card suspended until issue is resolved 	<ul style="list-style-type: none"> Cardholder / approver / direct supervisor / department head notified Card suspended until mandatory training completed Training resources sent to cardholder 	<ul style="list-style-type: none"> Cardholder / approver / direct supervisor / department head notified Card subject to privileges revoked immediately Cardholder must resolve all outstanding transactions