



Date:

To: Cardholder
Through: Department Head
From: Scott Pilgrim
P-Card Administrator

Subject: Suspension of P-Card Privileges for Inappropriate Use

Procurement Services has identified a transaction on your P-Card that does not comply with the P-Card Policy and Procedures. A memo signed by the Department Head must be sent to the P-Card Administrator detailing the circumstances of the occurrence and stating full compliance.

If the memo is not received within five business days, the account will be suspended until receipt of the documentation.

If you need any assistance with the supporting documentation, please contact us at extension 8698 or 8276.

Please contact me if you have any questions. Thank you for your prompt attention to this matter.