

## PCard and Travel Card/Instant Card Misuse Form

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

Failure to adhere to the University of Miami [Purchasing \(PCard\) Guidelines](#) and [Travel Card/Instant 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 the cardholder and supervisor understand the action taken was a violation of the [Purchasing \(PCard\) Guidelines](#) or [Travel Card/Instant Card Guidelines](#) as outlined in the [Purchasing \(PCard\) Guidelines](#) or [Travel Card/Instant Card Guidelines](#). A repeat offense may result in suspension of card privileges and/or other disciplinary action as allowed by University policy.

- Using the PCard or Travel Card/Instant Card for Non-Business Purposes
- Assignment or Transfer of PCard or Travel Card/Instant 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.

### Required Acknowledgement for Personal Charges:

- I (the cardholder) certify that I have fully reimbursed UM for the personal charge(s) made on the PCard or Travel Card/Instant Card, as evidence by the attached receipt.

### Cardholder's Information

PCard       Travel Card/Instant Card

Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Department	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Supervisor's Information

Name
<input type="text"/>
Signature
<input type="text"/>
Date
<input type="text"/>
Department
<input type="text"/>
Email
<input type="text"/>
Phone
<input type="text"/>

### Cost Center Manager's Information

Name
<input type="text"/>
Signature
<input type="text"/>
Date
<input type="text"/>
Department
<input type="text"/>
Email
<input type="text"/>
Phone
<input type="text"/>