

# ***Southern Oregon University***

## ***Purchasing Office/ Business Services***

### ***Procurement Card Degrees of Exception and Sanctions for Misuse***

#### **Minor Exceptions**

Poor file organization  
Incomplete Sign Out Activity Log entries – first time  
Lost charge slips – first time  
Using the card for excluded purchases – first time

**Sanction** – verbal or written counsel to Card Custodian

#### **Serious Exceptions**

Failure to keep all names current on the Agreement  
Failure to safeguard the procurement card at all times  
Failure to maintain support documents  
Failure to resolve billing disagreements with merchants or US Bank  
Failure to reconcile bank statement to card sign-out log and receipts  
Failure of Budget Authority to sign Monthly Statement Packet indicating approval

**Sanction** – Temporary suspension of departments VISA Procurement Card

#### **Major Exceptions**

Repeated purchases of excluded items or services  
Repeated failure to safeguard the Procurement Card  
Failure to notify US Bank if the card is lost or stolen  
Accepting cash back from merchant/vendor when item is returned or credit is due.  
Repeated failure to reconcile bank statement to card log and receipts  
Repeated failure to obtain supervisor's approval on Monthly Statement Packet  
Using the card for personal purchases  
Any fraudulent use of the Procurement Card

**Sanction** – Grounds for your immediate surrender of the VISA Procurement Card and revocation and suspension of your VISA Card purchasing privileges. Violations, depending on severity, may also be grounds for personal liability; disciplinary action, up to and including dismissal; and criminal sanctions.