

DIXIE STATE UNIVERSITY PURCHASING CARD VIOLATION POINT SYSTEM

Purchasing Card Violation	Point Value
Personal Purchase	150
Split Transaction	80
Sharing a Card	50
Purchase of a Restricted Item*	50
Missing Documentation/Receipt	30
Missing Signature from Budget Administrator on Statement	30
Payment of Sales Tax	30

*Restricted Items Include:

- Gifts for employees or others
- Computers, including laptops and desktops
- iPads and other tablets
- Cell phones and cell phone equipment
- iPod or similar MP3 players
- Items with DSU logo or verbiage
- Travel-related expenditures unless PCard has travel privileges (including conference registration fees)

Violations for Purchasing Cards with Travel Privileges	Point Value
Travel expenses charged prior to approved TA	50
Use of personal card for travel is employee has PCard with travel privileges	50
Booking travel for another employee on your PCard	50
Hotel incidentals (room service, movies, minibar, etc.)	50
Meals	50
Trip or travel insurance	50
Medical/hospital services relating to a trip	30
Personal entertainment expenses including transportation to and from location	50
Bellhop/valet services unless required by the hotel	30
Fuel for personal or fleet vehicle	50
Costs for dates outside approved dates of travel	80
Unauthorized upgrades for airfare/hotel	50
Cost of damage to rental vehicle	80

When a total of 150 points has been accumulated during any fiscal year, the PCard will be suspended. Cardholders may reduce their points by half if they retrain and pass the appropriate quiz once each fiscal Year. If points accumulate again during the fiscal year, the card will be suspended for the rest of the fiscal year or revoked permanently. The Purchasing Services Department reserves the right to require retraining or revoke PCards for repeated violations.

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