

## DIXIE STATE UNIVERSITY PURCHASING CARD VIOLATION POINT SYSTEM

Purchasing Card Violation	Point Value**
Personal Purchase (unless self-reported and reimbursed)	150
Split Transaction (to avoid transaction limit)	80
Sharing a Card	50
Purchase of a Restricted Item*	50
Missing Documentation/Receipt	40
Missing Signatures (cardholder and budget administrator on statement)	30
File not ready for audit	25
Payment of Sales Tax	10

\* Restricted Items Include:

- Gifts for employees or others
- Alcohol for consumption
- Computers, including laptops and desktops
- Tablets or MP3 players of any kind
- Cell phones and cell phone equipment
- Travel-related expenditures unless PCard has travel privileges  
(including conference registration fees)

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

When a total of 150 points has been accumulated during any 12-month period, the PCard may be suspended. Points may be reduced by half if the cardholder retrains and passes the PCard quiz. If points accumulate again during the following 12-month period, the card will be suspended or revoked. The Purchasing Services Department reserves the right to require retraining or revoke PCards for repeated violations.

\*\*Points assessed for most infractions may be reduced to 10 points per transaction by resolving the problem within 7 calendar days after notification by Internal Audit. However, points will not be removed or reduced for a file that is not ready to be audited.