



Clarksville-Montgomery County School System
Purchasing Card
Abuse Notification Form

TO: _____
Dept./School: _____
Purchasing Card No: _____
Date: _____
Supervisor/Principal: _____

This notification is to inform you that you have violated the Policies and Procedures established for use of the Purchasing Card. Specifically, the violation was:

	Purchase over \$1,000.00.
	Purchase of unauthorized or prohibited items/services.
	Multiple (splitting) transactions to circumvent Purchasing procedures.
	Failure to provide proper documentation, receipts, invoices, monthly statements, etc.
	Purchase from vendors, which create a conflict of interest.
	Personal charges.
	Allowing another person, other than the cardholder, to use the card.
	Failure to report a lost or stolen card in a timely manner.
	Repeated violations.
	Other:

The Cardholder and Supervisor/Principal should discuss this violation and remind the Cardholder that repeated misuse of the Purchasing Card will result in revocation of Purchasing Card privileges and may result in termination of employment for cause. Repeated violations and discrepancies may be reported to your Department Head and to the Chief Financial Officer for disciplinary or other appropriate action.

Sign and return the form to the Purchasing Division.

If you have any questions on this matter, please call the Purchasing Division at 920-7852 or 920-7797.

Cardholder Signature & Date

Supervisor & Date

Purchasing Card Administrator Signature & Date

Send Original to Purchasing, Copies (1 - Cardholder, 1 – Accounting (Board) or Bookkeeper (ISA))