Valparaiso University Procurement Card

Unauthorized Purchase Explanation

Cardholders who make an unauthorized or restricted purchase must submit this form as a file upload at the time the transaction is routed through the Works System. I hereby report that I have made an unauthorized procurement card purchase.

Check all that apply:

____ Purchase was a travel-related meal that was not a hotel in-room meal (see Travel Policy for meal per diem). Rather than count toward one of the three document occurrences, I am submitting the attached reimbursement.

____ Purchase was $2,500 or greater for goods, furniture, or equipment purchase. Defined as any total charge of $2,500 or more (including any taxes or shipping fees).

____ Purchase was in excess of budget.

____ Item was a cash advance not previously authorized for foreign travel by the program administrator.

____ Purchase was a hospitality meal purchase that does not provide a receipt with a full list of items and payment details.

____ Purchase was a hotel fee for in-room meals.

____ Purchase was a hotel fee for in-room long distance telephone calls.

____ Purchase was a hotel fee for in-room movies.

____ Purchase was a hotel fee for fitness center use.

____ Purchase was a personal purchase (a check reimbursing the University must be attached).

____ Purchase was a travel purchase for a spouse or guest.

____ Purchase was travel and/or a travel reservations (hotel, rental car, airfare) **on a department card.**

____ Purchase was prohibited by University policy not described above or below.

____ Purchase was restricted by the University's Travel and Travel Expense Reporting Policy.

____ Purchase was not related to business only.

____ Purchase was in violation of the University Hospitality Policy.

____ Purchase was for payment to an individual or non-corporate entity for services reportable on IRS. (also known as an Independent Contractor performing services)form 1099.

____ Purchase was an internet purchases that lacked an invoice page that includes the full cost, including shipping.

____ Purchase was restricted by University policy not described above.

Date of Purchase:_____

Merchant: _____

Amount of Purchase: _____

Item(s) Purchased: _____

Reason for Purchase: _____

Additional Comments: _____

This signed document will be placed on file. I understand that per the Procurement Card Policy, repeated incidences of unauthorized purchases constitute misuse of the Procurement Card and accordingly, upon the third occurrence of an unauthorized purchase or the second occurrence of an unauthorized personal purchase, my account will be permanently closed.

_____ _____

Cardholder Name (print) Cardholder Signature Date

_____ _____

Department Head Name (print) Department Head Signature Date

Internal Audit Usage Only: _____ First Occurrence _____ Second Occurrence_____ Third Occurrence