

## **One Card Non-Travel Suspension/Cancellation Guidelines**

Purchasing and Accounts Payable reserve the right to review all potential infractions on a case-by-case basis. Multiple offenses are based on business within each fiscal year unless otherwise noted.

Fiscal Year (9/1 – 8/31)

### **Late Transactions**

- 1<sup>st</sup> offense – suspended until received
- 2<sup>nd</sup> offense – 30 day suspension
- 3<sup>rd</sup> offense - 60 day suspension
- 4<sup>th</sup> offense – Loss of One Card Non-Travel privileges

### **Missing Documents** (Receipts, Gift Logs, 5 W's)

- 1<sup>st</sup> offense – suspended until received
- 2<sup>nd</sup> offense– 30 day suspension
- 3<sup>rd</sup> offense – 60 day suspension and re-take One Card Training online
- 4<sup>th</sup> offense- Loss of One Card Non-Travel privileges

**Process Violation** (Vendor Verification after the purchase, pre-approval, Foreign Vendor, Restricted purchases, Contract)

### ***Vendor Verification***

- 1<sup>st</sup> offense- Lower single transaction limit to \$499 for 30 days and re-take online One Card training. Proof of training completion needs to be emailed to [emburse@etamu.edu](mailto:emburse@etamu.edu)
  - Failure to provide proof of training completion will result in complete suspension of non-travel card privileges for an additional 30 days
- 2<sup>nd</sup> offense- Lower single transaction limit to \$499 for 60 days and One on One training with procurement must be scheduled
  - Failure to schedule and attend one on one training will result in suspension of the non-travel card privileges for an additional 60 days
- 3<sup>rd</sup> offense- loss of non-travel card privileges

### ***Pre-approval, Foreign Vendor, Restricted, Contract***

- 1<sup>st</sup> offense- Suspension for 30 days and re-take online One Card training. Proof of training completion needs to be emailed to [emburse@etamu.edu](mailto:emburse@etamu.edu)
  - Failure to provide proof of training completion will result in suspension of non-travel card privileges for an additional 30 days
- 2<sup>nd</sup> offense- Suspension for 60 days and One on One training with procurement

- Failure to schedule and attend one on one training result in suspension of the non-travel card privileges for an additional 60 days
- 3<sup>rd</sup> offense- loss of non-travel card privileges

### **Card Sharing, Unsecure Sharing and Split Transactions**

- 1<sup>st</sup> offense- 60 day suspension after warning letter signed by cardholder, supervisor and department head signature
- 2<sup>nd</sup> offense- loss of card privileges for no less than 12 months, but up to indefinitely.

### **Missing Receipt**

3 allowed per fiscal

Fiscal Year (9/1 – 8/31)

### **Audits of One Card (Non-Travel) Transactions**

- The One Card Non-Travel suspension log will be maintained on the shared drive tracking all warnings and infractions for each expense report chosen to be audited.
- All purchases utilizing 1XXXXX accounts will be audited. This will include HEF purchases, salary accounts, and other abnormal account usage.

Note: Supervisors may be notified at any time regarding the use and/or misuse of a One Card Non-Travel and the associated responsibilities.