

METROPOLITAN STATE UNIVERSITY OF DENVER

CORPORATE CARD PROGRAM VIOLATION WARNING

This form is **required** for any Corporate Card transaction where a violation has occurred. Violations could result in suspension or revocation of the University Corporate Card. Completed forms should be emailed to Accounting Services at CorporateCard@msudenver.edu with ATTN: Corporate Card Administrator in the Subject Line.

Note: Violations could result in suspension or revocation of the Corporate Card.

CARDHOLDER INFORMATION:

Cardholder Name:	_____	Authorized Signer	_____
Department:	_____	Transaction Date:	_____
Transaction Amount:	_____	Merchant Name:	_____

VIOLATION TYPE:

(Authorized Signer Instructions– obtain information from the Cardholder about why this purchase was made on his/her Card).

The following Corporate Card violation has been found in reference to the above transaction and no written waiver from the Corporate Card Administrator has been given.

- Personal Purchase**
- Lack of Documentation**
- Inappropriate Purchase - Please explain:** _____

CARDHOLDER EXPLANATION – Explain why this purchase was made on a University credit card and provide information on what has been done to correct the situation. Attach additional sheet if necessary.

AUTHORIZED SIGNER SIGNATURE:

Authorized Signer Signature

Authorized Signer Printed Name

Date

CARDHOLDER CERTIFICATION SIGNATURE

I hereby acknowledge that the above transaction is in violation of the Corporate Card policies. I further acknowledge that repeated violations could result in suspension or revocation of my Corporate Card. I further acknowledge that I have been warned through the use of this form. I understand that I am permitted only to make purchases that are in compliance with the Corporate Card's most current policies.

Cardholder Name _____ Date _____

Cardholder Signature _____

Please attach the completed form to the monthly Corporate Card Statement containing the transaction and submit to Accounting Services (corporatecard@msudenver.edu) by the statement due date.

ACCOUNTING SERVICES USE ONLY

- The above transaction is a violation of the Corporate Card policies and the Cardholder has been warned through the use of this form.
- The above transaction is a violation of the Corporate Card policies and this violation has resulted in card suspension.
- The above transaction is a violation of the Corporate Card policies and this violation has resulted in card revocation.

Corporate Card Administrator Name _____ Date _____

Corporate Card Administrator Signature _____