P-Card Revocation

*Upon initial notification by any source, the cardholder is contacted to verify the circumstance of the purchase. A written reminder is sent regarding the P-Card manual and college policy about non-authorized use of the P-Card for personal purchases and other misuses as outlined in the P-Card and the CPCC Procurement manuals, with a copy to the appropriate account manager and immediate supervisor.

*If initial misuse is a combination of unauthorized usage a second notification will not be sent. The P-Card account will be cancelled and all privileges revoked immediately, with a copy to the appropriate account manager and immediate supervisor. Accounts Payable is also notified.

*Upon notification of a second misuse by any source and verification of the circumstance, the cardholder is notified that the P-Card account has been cancelled and all privileges revoked immediately, with a copy to the appropriate account manager and immediate supervisor. Accounts Payable is also notified.

*The bank is notified immediately to cancel the cardholder’s account.

*Documentation of card misuses will be maintained by the Procurement Department.

*The cardholder may reapply for P-Card privileges one year following revocation. If a new P-card will be issued, the Cardholder must take a mandatory training session on the General P-card Guideline Usage. The Cardholder must submit a new Employee P-card Agreement with the proper management approval. It is the sole discretion of the CPCC P-card Administrator to issue or not issue a P-card to an employee that has had a P-card revocation.