College Corporate Card Policy Violations

Failure to comply with the travel/procurement card policy as outlined on the Smith College Purchasing Office website, [http://www.smith.edu/purchasing/pcard.php](http://www.smith.edu/purchasing/pcard.php), results in travel/procurement card violation.

**Violations Include the below:**

1. Purchase of personal items, without notifying the Controller’s Office and reimbursing the College
2. Purchase of prohibited or unauthorized items
3. Splitting a transaction in order to bypass the transaction limit
4. Late submission and/or providing insufficient documentation to accompany monthly statement
5. Failure to notify JP Morgan Chase of disputed items within 30 days of the first statement date on which the disputed item appears.

**Consequences for Procurement Card Policy Violations**

1. If the policies of College Corporate Card (Travel & Procurement Card) use are not met, a written notice will be issued to the cardholder with a copy to Purchasing. The written notice serves as a first time warning.
2. If a Travel or Procurement Card violation occurs a second time, then the cardholder, the cardholder’s supervisor and Purchasing will receive a written notice.
3. If a violation occurs a third time, then the card will be revoked. A cardholder that loses his/hers travel/procurement card privileges may reapply after one year.