
PCard/Travel Card Policy Violation Form

The State PCard Program is designed to provide a cost-efficient method to pay for goods and services authorized by the State of Alabama, in lieu of issuing a warrant or EFT directly to the vendor. The PCard Program is designed to work with existing Comptroller Fiscal Policy and Procedures and State Purchasing rules and guidelines.

The State Travel Card Program was implemented to provide state employees with a method for paying qualifying travel expenses. The use of the travel card should follow guidelines provided in the Travel Card Program manual, the Comptroller Fiscal Policy and Procedures Manual, as well as, Concur training materials.

Transactions charged to either card that are a violation of policy must have this completed form accompany any payment related to the charge.

Date:

Cardholder Name:

Agency #

PCard

Travel Card

Date of transaction:

Amount of charge that resulted from violation:

Brief description of circumstances behind violation:

Cardholder Signature

Agency CFO Signature

Comptroller's Office Use Only

Payment Document Details:

Violation Status: