



Office of the Dean  
Office of Finance &  
Administration  
170 Drillfield Drive (0341)  
Price Hall, Suite 503C  
Blacksburg, Virginia 24061  
P: (540) 231-6295  
kleiber@vt.edu

## College of Agriculture and Life Sciences

### CALS Protocol for P-Card Violations

**Effective: May 4, 2021**  
**Reviewed: November 5, 2021**

#### **Purpose:**

This administrative guide describes the college's protocols for addressing P-Card violations.

#### **Background:**

The College of Agriculture and Life Sciences is granted the authority to execute policies and procedures deemed necessary to implement best practices as stewards of university funds. These policies and procedures may be more restricted or broader than those provided by the university. As it relates to addressing P-Card violations, the college's protocols will mostly align with the University's suspension protocols, with some clarifications dependent on the level of severity of the violation.

#### **Guidelines and Procedures**

The College of Agriculture and Life Sciences, in coordination with VT Procurement, will implement the following sanctions based on the level of severity of the violation:

#### **Minor purchasing card violations:**

Considered to be offenses related to accidental purchases or the recognition that the user has an incomplete understanding of the P-Card policies and procedures.

- First offense: VT/CALS will provide a written warning to the employee who used the card inappropriately. In that warning, VT/CALS will indicate a second offense of policy/procedure will result in an automatic 90-day suspension of the P-Card privileges in alignment with the university standard.
- Second offense: VT/CALS will suspend the P-Card for no less than 90 days and require a retake of the P-Card test to regain privileges.
- Additional offenses: Incidences will be reviewed and handled on a case-by-case basis (*see severe sanctions*).

**Major/Willful Violations:**

Examples of offenses of this level include splitting orders/purchases or other instances of willfully violating policies and procedures.

- First offense: VT/CALS will automatically suspend P-Card privileges for no less than 90-days.
- Additional offenses: Incidences will be reviewed and handled on a case-by-case basis (*see severe sanctions*).

**Severe Sanctions:**

Considered to be offenses related to fraudulent activity, repeated willful violations of policy and procedures, or consistent careless usage of the P-Card which creates an administrative burden on others.

Based on individual circumstances and internal investigative findings, CALS will exercise one of the following:

- A second 90-day P-Card suspension; OR
- Permanently revoke P-Card privileges from the User

All P-Card suspensions and terminations shall be initiated and authorized by CALS' Assistant Dean of Finance and Administration, or his/her delegate, for VT Procurement to implement the suspension or termination.

This protocol applies to all CALS employees granted access to a P-Card.