

## Non-Compliance Policy

### Amex GP-Card Policies and Procedures

Individuals given Grant Procurement Card access by the University and their departments are held accountable for all transactions related to their card. Any charges to GP-Card subsequently deemed to be unallowable must be immediately removed from the award fund to an unrestricted fund. Consequences for misuse of the GP-Card are serious, and may include card suspension, card revocation, disciplinary action, employment termination and legal action.

The following responsibilities, while not all-inclusive, are critical and must be followed by all cardholders:

- 100% review and approval of all GP-Card Transactions.
- Using the GP-Card for personal purchases is not permitted under any circumstances.
- Ensuring that Sales Tax is not applied to GP-Card transactions.
- Failure to successfully follow the above listed policies and any additional policies listed in this manual will result in the following penalties:
  - **First Offense: Warning**
  - **Second Offense: 30-day suspension of card privileges**
  - **Third Offense: Disciplinary action will be taken toward the employee, up to and including termination. A new card holder will be appointed for the department.**