

Michigan Department of Transportation
Bureau of Finance and Administration
**PAYMENT, P-CARD, AND
PURCHASING VIOLATION REPORT**

A payment, P-Card or purchasing violation occurs when a commodity or service is purchased and/or paid for without following the appropriate payment, P-Card or purchasing procedures. A payment, P-Card or purchasing violation may be identified at any time throughout the purchasing process.

SECTION I		
To be completed by staff member reporting the violation.		
PAYMENT/P-CARD/PURCHASE REQUESTOR	BUREAU/REGION	E-MAIL ADDRESS
DATE OF TRANSACTION	HAS PAYMENT BEEN MADE TO VENDOR? YES NO	AMOUNT OF TRANSACTION
VENDOR ID AND VENDOR NAME		TODAY'S DATE
<p>TYPE OF VIOLATION</p> <p>Payment (PRC, GAX, IN, GPR1):</p> <ul style="list-style-type: none"> Using the wrong document type Not referencing the contract on the PRC Paying an invoice late; after the due date Paying an invoice with the wrong fiscal year; not setting up a payable or accrual Other 		
<p>P-Card (PRCC):</p> <ul style="list-style-type: none"> Unauthorized purchase Purchased item that is available on a State contract Did not use a Preapproved Reporting Code Did not obtain Contractor Insurance for Road Construction or Road Maintenance projects Other 		
<p>Purchasing (RQN, PO, DO, CT, GG, POI, DOIT1):</p> <ul style="list-style-type: none"> Commodity or service over \$5,000.00 without three (3) competitive quotes Split purchase to keep payment under \$5,000.00 Purchasing a commodity or service off the contract when a State contract is available No CS-138 Other 		
<p>COMMENTS <i>(Attach additional pages if necessary)</i></p>		

SECTION II	
Payment/P-Card/Purchase Requestor Response To be completed by Payment/P-Card/Purchase Requestor.	
Confirm/Acknowledge Violation	Deny Violation
EXPLANATION	
PAYMENT/P-CARD/PURCHASE REQUESTOR SIGNATURE	DATE
SUPERVISOR SIGNATURE <i>(Required for 1st and 2nd Violation)</i>	DATE
BUREAU DIRECTOR/REGION ENGINEER SIGNATURE <i>(Required for 3 or more Violations)</i>	DATE

SECTION III		
To be completed by Division Administrator.		
Payment/P-Card/Purchasing Violation Confirmed?	YES	NO
COMMENTS REGARDING REVIEW		
<p>Recommended Corrective Action for Confirmed Violation:</p> <ul style="list-style-type: none"> Clarify proper Policy & Procedure with employee and provide training as necessary Terminate employee's/area delegated authority to purchase Acquire full payment from the violating employee for the illegal purchase Other <i>(Attach additional pages if necessary)</i> 		
DIVISION ADMINISTRATOR (ASD or CSD) SIGNATURE	DATE	
DIVISION ADMINISTRATOR - FOD SIGNATURE <i>(Required for 3 or more Violations)</i>	DATE	