

## NDUS Purchasing Card Appeals Review Form

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Pursuant to NDSU Policy 803.4, Purchasing Card Procedures, Section 10.a. the P-Card appeal and reinstatement process is as follows:

- a. Any former cardholder who has lost the privilege of the use of a p-card, may request to be issued a new p-card after one hundred twenty days of having their card canceled. No cardholder will be considered for reinstatement until any personal charges unauthorized on the previous p-card are paid back in full; **and**
- b. The cardholder and their direct supervisor must go through an appeals process that is a review of the cardholder's violation history and the justification for a new p-card. The appeals process will determine if a p-card will be reissued. If reissued, the cardholder must fill out a new p-card application and retake training.

*The p-card appeals review committee shall be made up, at the discretion of each institution, of at least two employees from the following: p-card administrator, controller, vice president, dean, designated financial director or manager, director of purchasing, or the executive in charge of the department that includes the p-card holder. Employees selected cannot be the p-card holder's direct supervisor.*

### Cardholder Information :

Cardholder Name _____	
Department Name _____	Department Number _____

### Cardholder Cancellation Information:

Date of Cancellation _____	
Details of Prior Violations _____	
_____	
_____	
_____	

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

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## APPEAL COMMITTEE PROCESS:

The process for evaluating a cardholder's appeal is as follows:

- The p-card appeals review committee will evaluate the initial appeal request and determine if a meeting with the p-card holder and supervisor is needed;
- If the committee determines that a meeting is not needed, the committee will document the justification in the comments section of the appeals review form;
- If the committee determines that a meeting is needed, the committee will document the date of the meeting, attendees and meeting notes;
- The committee will approve or deny the appeals request and document the justification for their decision;
- Reinstated cardholders will be subject to a six-month probation period during which:
  - o. The cardholder is required to complete online p-card training and in-person training that is specific to the cardholder's previous violations;
  - o. The p-card will be canceled if a violation is incurred during the probationary period; **and**
  - o. After successfully completing the probationary period, the cardholder will start with zero offenses and are subject to the same disciplinary action as other cardholders

## Appeal Information:

Date Appeal Received _____	Meeting required with Cardholder & Supervisor ( Y or N) _____
<b>Meeting Information:</b>	
Date _____	
Attendees _____	
Comments/Notes _____	
_____	
_____	

## Appeal Decision:

Approval (Y or N)? _____	
Comments _____	
_____	
_____	