

Sample Suspension Memorandum for Inappropriate Use

The below memorandum will be sent by mail as well as an e-mail attachment to both the cardholder and the card approving official:

Date:

To: Cardholder

Through: Agency Department Head

From: Cynthia Farling,
XYZ Purchasing Department

Subject: Suspension of P-card Privileges for Inappropriate Use

The Purchasing Department has identified a transaction on your purchase card that does not comply with the terms and conditions of the P-card program. A memo signed by the Agency Department Head must be sent to the P-card Administrator detailing the circumstances of the occurrence and stating full compliance.

If the memo is not received within five business days, the account will be suspended until receipt of the documentation.

If you need any assistance with the supporting documentation, please contact myself or Ann Turner at extension 5415 or 1705.

Please contact me if you have any questions. Thank you for your prompt attention to this matter.