# PC_RGB_WILKES-2

# Procurement Card

# Report of Non-Conforming Charge(s)

This form is used to report charges on a Wilkes University PCARD that DO NOT conform to the Policies and Procedures governing PCARD use. The form should be completed and signed by the Cardholder and the Cardholder’s Budget Manager. (If the cardholder is the Budget Manager, write “SAME” in the Budget Managers signature block.) The Budget Manager should forward the original form, copies of all supporting documents and payment for the charge to the Director, Procurement & Finance Systems. The form will then be sent to the Director, Financial Services and Controller. The Cardholder will be contacted by a Program Administrator if further information is needed.

|  |  |
| --- | --- |
| Employee Name: | WIN: |
| Card number (Last 4 digits only): | Department: |
| Building/Room: | Phone: |
| Email: | Title: |
| Budget Manager’s Name: | Phone: |

Detailed description of non-conforming charge (Including charge explanation, charge date, vendor, amount of charge) and FOAP where payment should be applied:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| FUND |  | ORG |  | ACCT |  | PROG |  |

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Employee/Applicant Signature Date

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Budget Manager/Next Level Supervisor’s Signature Date

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P-Card Administrator’s Signature Date