



DRAFT

REVOCATION LETTER

[Cardholder name]
[Name of Division, College or School]

Dan Langer
Division of Business Services – Accounting Services Unit
University of Wisconsin - Madison
21 North Park Street, Suite 6240
Madison, WI 53715

[Date]

RE: PURCHASING CARD REVOCATION

Dear [cardholder name],

As a result of efforts to improve UW-Madison’s financial internal control environment, routine audits are performed for purchasing card transactions to verify they are authorized, appropriate and that required documentation has been properly accumulated, approved and filed. A recent review of transactions has determined the following purchases made with your card are in violation of purchasing card policy [\[link\]](#).

	Date	Merchant	Amount	Type of Violation
1				
2				
3				
4				
5				
6				

On [date] you received notification that your purchasing card would be revoked should subsequent instances of improper use be identified (see the attached communication). Please be advised your purchasing card privileges have been revoked and your card[s] [has/have] been closed effective immediately. You will be eligible to reapply for a purchasing card in one year. If your application is approved, you will be required to attend training.

Sincerely,

Dan Langer
Controller & Director of Accounting Services

cc: [name, Division, School or College CFO; name, Departmental Site Manager]; Martha Kerner, UW-Madison Associate Vice Chancellor of Business Services; Meghann Grove, Purchasing Card Program Manager

Attachment: Warning Notification