



# DRAFT

## WARNING LETTER

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

Meghann Grove  
Division of Business Services – Accounting Services Unit  
University of Wisconsin - Madison  
21 North Park Street, Suite 5301  
Madison, WI 53715

[Date]

**RE: PURCHASING CARD VIOLATION WARNING**

Dear [cardholder name],

As a result of efforts to improve UW-Madison’s financial internal control environment, periodic audits and monitoring 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				

This letter serves as your notification of improper use. No action will be taken at this time. Should there be additional instances of improper use of your purchasing card, it will result in revocation of your purchasing card(s). The warning will be kept on file in the Purchasing Card Program Office for a period of three years.

If you need any clarification on the above, please feel free to contact your site manager or me. We’d be happy to answer your questions.

Sincerely,

Meghann Grove  
Purchasing Card Program Manager

cc: [name, Division, School or College CFO; name, Departmental Site Manager]; Martha Kerner, UW-Madison Associate Vice Chancellor of Business Services; Dan Langer, UW-Madison Controller