

**Jenks Public Schools  
P-Card Usage Correction Form**

If a cardholder violates usage policy (see unacceptable uses section of the manual) or overspends a budget, he or she must complete this form and send it to the Director of Accounting as soon as the violation becomes known.

**Cardholder Information**

Cardholder Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Department Name \_\_\_\_\_ Department Head Name \_\_\_\_\_  
 Cabinet Member Name \_\_\_\_\_ Card # \_\_\_\_\_

**Card Transaction Information**

Transaction Date \_\_\_\_\_ Transaction Amount \_\_\_\_\_  
 Merchant Name \_\_\_\_\_  
 Unacceptable Use (please describe) \_\_\_\_\_  
 \_\_\_\_\_  
 Overspent Budget (OCAS) \_\_\_\_\_ Amount Over Budget \_\_\_\_\_

**Proposed Corrective Action**

\_\_\_\_ Cardholder will personally reimburse the corporation on or before \_\_\_\_\_.  
 \_\_\_\_ The item purchased will be returned for a credit on or before \_\_\_\_\_.  
 \_\_\_\_ Alternative OCAS \_\_\_\_\_ will be used.  
 \_\_\_\_ Budget transfer request OCAS \_\_\_\_\_ dollar amount \_\_\_\_\_.  
 \_\_\_\_ Other, please describe \_\_\_\_\_.

Cardholder Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For Business Office Use</b>
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**Corrective Action:** Approved \_\_\_\_\_ Alternative Action \_\_\_\_\_

Director of Accounting Signature \_\_\_\_\_

Copy: Cardholder, Department Head, Chief Financial Officer  
 Cabinet Member, P-Card Administrator