

Finding	Type	First Occurrence	Second Occurrence	Third Occurrence
Entertainment expense not justified with IRS "Who, What, Why, Where and When"	Level I	Warning from FMO	Notification to Program Coordinator and possible 3 month suspension	Automatic Card Suspension for 3 months
Award/Gift recipient information not provided in Bank Allocation Application	Level I	Warning from FMO	Notification to Program Coordinator and possible 3 month suspension	Automatic Card Suspension for 3 months
Inventory purchases not processed within guidelines	Level I	Warning from FMO	Notification to Program Coordinator and possible 3 month suspension	Automatic Card Suspension for 3 months
FAMIS account not appropriate for purchase	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Trans amount, dates, or description does not match to Expense Report	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Expense Report not reconciled prior to reallocation due date	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Purchase not allowed on state funds	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Receipt not detailed-without further documentation	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Reconciling Item not listed and explained	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
State documentation not provided	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Texas sales tax charged not reallocated	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Reallocating transaction to incorrect object code	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Expense Report not initialed/dated by reconciler	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Membership - Insufficient Documentation	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Other	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Charge not reallocated for required reallocation purchase	Level II	Warning from FMO	Card suspended for 3 months	Card Termination
Expense Report not approved by someone with signature authority	Level II	Warning from FMO	Card suspended for 3 months	Card Termination
Expense Report not reconciled	Level II	Warning from FMO	Card suspended for 3 months	Card Termination
Receipt missing-without documentation	Level II	Warning from FMO	Card suspended for 3 months	Card Termination
Failure to submit documentation on time	Level II	Card suspended for 3 months	Card Termination	n/a
Missing Expense Report	Level II	Warning from FMO	Card suspended for 3 months	Card Termination
Personal charge - documented and University reimbursed	Level II	Warning from FMO	Card suspended for 3 months	Card Termination
Personal charge - not documented with no attempt to reimburse University	Level III	Card Termination and possible termination of employment	n/a	n/a
Unallowable charge	Level III	Warning from FMO	Card suspended for 3 months	Card Suspended for 1 year
Split charges to keep under \$5,000.00 per transaction	Level III	Warning from FMO	Card suspended for 3 months	Card Termination
Forged or Altered Receipt	Level III	Card Termination and possible termination of employment	n/a	n/a