



Purchasing Card Mistaken Use

Mistaken personal use of the Purchasing Card (P-Card) may occasionally occur. Upon discovery of mistaken personal use of the card, the Cardholder must notify their supervisor immediately and report the incident to the Finance Department. The Cardholder should work with the supplier to get the charges reversed/credited from the Purchasing Card to the Cardholder's personal credit card. If the supplier cannot accommodate the request to reverse the charge(s) and credit the City of Maple Heights, the Cardholder will issue payment to the City of Maple Heights in the form of a check, cash or money order made payable to the City of Maple Heights for the full amount of the purchase(s). The receipt must be completed within two working days after discovery. Failure to make payment may result in revocation of Purchasing Card and/or disciplinary action.

CARDHOLDER NAME PRINTED: _____

DEPARTMENT: _____ **TRANSACTION DATE:** _____

DATE DISCOVERED: _____ **DATE REPORTED:** _____

Name & Address of Merchant:

Amount of Purchase: _____ Reason for Mistaken Use: _____

Merchant Reversed/Credited Transaction? Yes No If No: Attach Copy of Receipt

SIGNATURE OF CARDHOLDER (Sign in ink)

DATE

Finance Department's Office Use Only:

Received By: _____

Date: _____