

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 Pathway Net	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 recpt and Log/Cardholder Statement (121)	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Transaction Log, if used, entered directly from statement	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Cardholder Statement (121) or Log 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-need detail listed on log or receipt	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	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Reallocating transaction in incorrect object code	Level I	Warning from FMO	Notification to Program Coordinator	Automatic Card Suspension for 3 months
Cardholder Statement (121) or Log not initialed/dated by reconciler	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
Cardholder Statement (121) or Log not approved by someone with signature authority	Level II	Warning from FMO	Card suspended for 3 months	Card Termination
Cardholder Statement (121) or Log not reconciled	Level II	Warning from FMO	Card suspended for 3 months	Card Termination
Cardholder Statement (121) or Log not signed by cardholder	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 Transaction Log or Cardholder Statement (121)	Level II	Warning from FMO	Card suspended for 3 months	Card Termination
Personal charge	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
Falsifying descriptions of purchases	Level III	Card suspended for 1 year	Card Termination and possible termination of employment	n/a