



**YAVAPAI COLLEGE**  
Procurement and Contract Services  
**PURCHASE CARD SPLIT TRANSACTION (PST)**

RETURN TO:  
[procurement@yc.edu](mailto:procurement@yc.edu)  
Revised 01/18/19

**Violation**

Purchase Card Split Transaction (PST): Under YC Procurement and Contract Services Procedures, it is prohibited to split an order over multiple transactions to circumvent the Purchase Card (P-Card) limits. A split purchase is defined as the purchase of a single item costing \$5,000 (including shipping and tax) with the purchase being divided (split) into more than one transaction; or, the purchase of a group of items totaling over \$5,000 (including shipping and taxes) for a single purchase needs. A single purchase need identifies a group of items that are similar enough in nature to be purchased from a single source that are all known to be needed at the time of the first purchase transaction. Purchases cannot be deemed as separable based on multiple delivery locations, departments, nor FOAPs.

This violation was noted on your P-Card activity contrary to Procurement and Contract Services Procedures. Remember, your respective Dean/Director, Budget Manager, and you, the card holder, have the responsibility for ensuring all P-Card transactions are conducted in accordance with Procurement and Contract Services Procedures, serve the public purpose, further the goals of YC and shall withstand public scrutiny.

Multiple violations will initiate a review of your P-Card authority and may result in any or all of the following: revocation of your P-Card privileges, a complete audit of your account, or a report of all violations to your Vice President for further action. Individual causing the PST is to fill out and send completed form with other signatures to [procurement@yc.edu](mailto:procurement@yc.edu) for final approval/signature.

**P-Card Holder Information**

Name:	Total Combined Dollar Amount:
Supplier	Date of violation:

**Violation Details**

Description of goods/services procured:

Originator's corrective action for preventing future occurrences:

**Acknowledgment**

P-Card Holder		Budget Manager (If not Dean/Director)	
Print Name:	Date:	Print Name:	Date:
Signature:		Signature:	
Dean/Director		Vice President	
Print Name:	Date:	Print Name:	Date:
Signature:		Signature:	

**Director of Procurement and Contract Services**

Signature:	Date:
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