

## Termination of Privilege Notice

This notice is provided to \_\_\_\_\_ as a result of an abuse of the District Procurement Card Policy. Specifically, the user violated the provisions of Standards of Conduct for procurement card use.

The employee identified above shall not be permitted to use the District procurement card for any purpose effective the date of this notice.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

**NOTE:**

In addition to the above consequences for the misuse of the District procurement card, the District retains the right to take further action up to and including termination of employment. If the event involves gross negligence or fraud, the District may forward the matter for criminal prosecution.