



PROCUREMENT CARD (PCARD) RECEIPT FOR RETURN OF CARD

Use this form to give to employees who turn in their card upon transfer from department, termination, or cancellation of card.

Date: _____

Department #: _____

Department Name: _____

This is to acknowledge receipt of Procurement Card # _____

Cardholder's Name (please print)

Reason for return of card (please choose one):

_____ Transfer

_____ Termination

_____ Cancellation

Was the cardholder a reallocator? _____ Yes _____ No

If yes, for which cardholders?

This card will be cancelled immediately. All rights to use this card and/or card number have ceased.

Cardholder's Signature

Date

Approver's Signature

Date