

Baylor University Purchasing Card Program Cardholder Termination Form

(For approvers to complete)

**This form is to be completed when a Cardholder resigns, transfers, or no longer needs a P-Card.
Please send the completed form to Purchasing_Card@baylor.edu.**

Approvers are responsible for:

- Contacting the Card Program Manager to request to close the account. All charge activity should be stopped immediately.
- Verifying with the employee that all charges have been reconciled and an expense report has been processed within Ignite.
- The card has been returned and destroyed (sign below).

This form verifies that _____ has relinquished possession of the attached Baylor University P-Card. It has been destroyed and policy guidelines have been followed in accordance with the Purchasing Card website under [Termination, Transfer and Account Closure](#).

Please specify reason for deactivation:

Cardholder employment terminated; last day of employment _____

Cardholder no longer needs a P-Card

Cardholder transferred employment within BU

By signing in this box, you confirm that the card has been destroyed and disposed of.

×

Approver's Name (print)

Date

Email completed form to: Purchasing_Card@baylor.edu