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.

Approvers are responsible for:

- Contacting the Card Program Manager to request to close the account. All charge activity should be stopped immediately.
- Collecting the P-Card and returning it along with this form to:
  Card Program Manager
  One Bear Place #97084

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; P-Card not needed in their new position

Cut the P-Card in two pieces and affix below.

Affix half of P-Card here

Affix half of P-Card here

Approver’s Name (print) ___________________________ Date ___________________________