

# PCARD TERMINATION FORM

This form is used to close a PCard account and should be submitted when an employee leaves the Universities or when a card is no longer needed.

## GENERAL INSTRUCTIONS:

1. The card should be retrieved from the cardholder, cut in half and attached to this form.
2. BEFORE returning the form to Purchasing, send an email to [pcard@ufl.edu](mailto:pcard@ufl.edu) notifying them that the card needs to be canceled and why.

Please include the:

- Cardholder name
  - Department name
  - PCard group number (first four digits of PeopleSoft Dept ID)
  - Reason for card closure (example: employee leaving UF)
  - Do **not** include the PCard account number.
3. Send the form, with card attached, to Purchasing, PO Box 115250.

Cardholder:

Group/PeopleSoft DeptID:

Cardholder's Signature (if available):

## REASON FOR TERMINATION:

Terminated/Date of Termination:

Miscellaneous/Explain:

\_\_\_\_\_  
Dean, Director or Department Chair Signature

Date \_\_\_\_\_

<b>(Affix half of card here)</b>	<b>(Affix half of card here)</b>
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