

Baylor University Cardholder Termination Form

(For approvers to complete)

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

Approvers are responsible for:

- Contacting the Card Program Administrator 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 issued Baylor University **Purchasing Card** or **Travel Card** (circle one). It has been destroyed and policy guidelines have been followed in accordance with the website under Termination, Transfer and Account Closure.

Please specify reason for deactivation:

- Cardholder employment terminated; last day of employment _____ Cardholder no longer needs the 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