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.

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Approver’s Name (print)                                        Date

Email completed form to: Purchasing_Card@baylor.edu