



Procurement Card and Travel Services

PCard Update Form - Account Closure

Contact Information for Requestor:

Name: _____

Department: _____

Phone: _____

Cardholder Information:

Name: _____

Department: _____

Phone: _____

Employee ID: _____

Last 4 Digits of Card: _____

Once we receive the cancellation form the PCard will be closed by the bank. The PCard must accompany this form. This action is final and the account cannot be reopened. However, credits can be posted to a closed account. The card will continue to be available in the reallocation system until the next statement date. Please retain all records in relation to this card for auditing purposes. Thank you for your participation in USA's Procurement Card Program and your continued effort to protect the University.

By signing this agreement I confirm that I am the Cardholder or Authorized Supervisor.

Name: _____

(Please Print)

Signature

Approving Official

Name: _____

(Please Print)

Signature

Received in Procurement Card and Travel Services Office

Date: _____

Closed by:

Name: _____

(Please Print)

Signature