



Procurement Services

University of North Florida Credit Card Termination Form

Upon resignation/termination, charge activity should be stopped immediately. Collect the credit card and return it along with this form to Procurement Services.

This form verifies that _____ has relinquished possession of the attached State of Florida Credit Card and it has been destroyed in accordance with policies and procedures.

Please specify reason for participant deactivation:

☐ Cardholder employment terminated

☐ Cardholder no longer needs card

☐ Cardholder transferred employment within UNF;
Card not needed in their new position

☐ Other - Please Explain

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(Affix half of card here)

(Affix half of card here)

Immediate Supervisor, Dean, Director or Dept. Chair Signature

Date

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