



University of North Florida Procurement Card Program Cardholder Termination Form

Upon resignation/termination, charge activity should be stopped immediately. Collect the procurement card and return it along with this form to the P-Card Administrator.

This form verifies that _____ has relinquished possession of the attached State of Florida Procurement 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 Procurement Card
- Cardholder transferred employment within UNF; Procurement Card not needed in their new position Other - Please Explain

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(Affix half of Visa card here)

(Affix half of Visa card here)

Immediate Supervisor, Dean, Director or Dept. Chair Signature

Date