



## CSU Channel Islands PRO-CARD CANCELLATION FORM

### Cardholder Name

(print name)

Has relinquished the possession of their California State University, Channel Islands, Purchasing Card (PRO-CARD, PCARD). Attached are the cut-up pieces of the PCard assigned to this individual in accordance with California State University, Channel Islands, policies and procedures.

Select One:    CICMP\_\_\_\_    CIASI\_\_\_\_    CIFDN\_\_\_\_    CICSA\_\_\_\_    CIUAS\_\_\_\_

**The PCARD must be returned in person to the Procurement & Contract Services. Do not return a PCard through interoffice mail.**

Attach Half Card Here

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**The Cardholder must submit all receipts for transactions in the current billing cycle to the Final Approver.**

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cardholder's Approver    (print)

\_\_\_\_\_  
Date

### FOR USE BY PROCUREMENT OFFICE ONLY:

US Bank: Last Transaction: \_\_\_\_\_ USB Deactivate Card: \_\_\_\_\_

CSUCI:    PeopleSoft \_\_\_\_\_    Staples Account \_\_\_\_\_    Update Email Distribution \_\_\_\_\_

ProCard Administrator \_\_\_\_\_ Date \_\_\_\_\_