



# Purchase Card Return/Cancellation

Name of Cardholder

Reason for Cancellation/Return

  
  

Has the Cardholder ceased employment with CSU: Yes / No

Last day of Duty

## ProMaster

Have all transactions been verified and documentation attached? Yes / No

If there are unverified transactions who was assigned to do these verifications.

- Card is:
- Attached
  - Destroyed
  - Lost

## Comments

  

Please return completed form to Accounts Payable in Wagga.

## Finance office use only

Card cancelled: Yes / No

Date

Time