



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