

## Purchasing Card Exit Form

**Cardholder Name:** .....

<i>(Please tick)</i>	<b>YES</b>	<b>NO</b>
Purchasing Card has been returned to supervisor and subsequently destroyed	<input type="checkbox"/>	<input type="checkbox"/>
Accounts has been informed to cancel the card	<input type="checkbox"/>	<input type="checkbox"/>
The expense reconciliation has been completed or an appropriate delegate has been assigned to complete the reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
All invoices and supporting documentation has been retained	<input type="checkbox"/>	<input type="checkbox"/>
Any comments ..... ..... .....		

**Supervisor Name:** .....

**Supervisor Signature:** .....

**Dated:** .....

Form last updated: 19/05/2026