

**PURCHASING CARD**

**EXIT FORM**

**Cardholder Name: ………………………………**

|  |  |  |
| --- | --- | --- |
| *(Please tick)* | **YES** | **NO** |
| Purchasing Card has been returned to supervisor and subsequently destroyed | **🗆** | **🗆** |
| Accounts has been informed to cancel the card | **🗆** | **🗆** |
| The expense reconciliation has been completed or an appropriate delegate has been assigned to complete the reconciliation | **🗆** | **🗆** |
| All invoices and supporting documentation has been retained | **🗆** | **🗆** |
|  | **🗆** | **🗆** |
|  | **🗆** | **🗆** |
|  | **🗆** | **🗆** |
| Any comments –………………………………………………………………………….…………………………………………………………………………. |  |  |

**Supervisor Name: …………………………….**

**Supervisor Signature:………………………….**

**Dated:………………………………………..**