

# McGill

## PCard Administration Group

Financial Services - McGill University  
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## **Procurement Card Cancellation Form**

This form confirms that \_\_\_\_\_ (type or print name),  
McGill ID No. \_\_\_\_\_ has relinquished possession of the PCard and it has  
been destroyed in accordance with PCard Policies and Procedures.

### **Reason for PCard cancellation:** (Please check the appropriate box)

- Termination of work at McGill University
- Transfer to another department/unit
- Pcard no longer required
- Other, please specify: \_\_\_\_\_

\_\_\_\_\_  
Fund Holder Name

\_\_\_\_\_  
Fund Holder Signature

\_\_\_\_\_  
Date

**Please fax this form to the PCard Administration Group at facsimile # 514-398-1260.**