

**Florida State University Purchasing Card Program  
Cardholder Termination Form**

(Submit to Purchasing Card Administrator)  
(FSU Purchasing Department, 1400A University Center, Tallahassee, FL)  
32306-2370 (850) 644-6850

This form verifies that \_\_\_\_\_  
(Type or Clearly Print Name)

Employee ID: \_\_\_\_\_ has relinquished possession of the attached  
FSU Purchasing Card and the card is being returned as per FSU policy.

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(Affix half of Visa card here)

(Affix half of Visa card here)

\_\_\_\_\_  
Immediate Supervisor, Dean, Director or Department Head Signature

\_\_\_\_\_  
Date

**PURCHASING DEPARTMENT USE ONLY:**

LAST 4 OF CARD:	
WORKS CANCELLATION:	
LISTING REMOVAL:	
OMNI REMOVAL:	