
Return or Cancellation of the Pcard

PCards are cancelled or returned under the following conditions:

- Employee termination, retirement or change of status from full time;
- When deemed appropriate and necessary by the department budget authorities.

PCard cancellations require the following action:

- Cardholder's supervisor should complete and approve the PCard Change Request form
- Email the completed PCard Change Request form to treasury@uoguelph.ca [1]
- Cardholder's supervisor must take possession of the PCard and destroy it

Employee Transfer

- If an employee is transferred to a new department within the University, the employee's PCard should be changed to reflect the unit code of the new department.
- To make this change, the Cardholder's supervisor should complete PCard Change Request form and email it to treasury@uoguelph.ca [1].
- If the employee doesn't need to use the PCard in the new department, the PCard should be cancelled.

Source

URL: <https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/procurement-card-scotiabank-visa/return-or>

Links

[1] <mailto:treasury@uoguelph.ca>