

Returning / Cancelling Procurement Card

PCards are cancelled or returned under the following conditions:

- Employee termination;
- When deemed appropriate and necessary by the department budget authorities.

PCard cancellations require the following action:

- Cardholder's supervisor complete the PCard Change Request form with the department budget authorities;
- Cardholder's supervisor email the completed PCard Change Request form to purchasing.helpdesk@uoguelph.ca [1];
- Cardholder's supervisor takes 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 to purchasing.helpdesk@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/returning-cancelling-procurement-card>

Links

[1] <mailto:purchasing.helpdesk@uoguelph.ca>