

Miami Dade College
Purchasing Card Program

Return of Cancelled Purchasing Card Form

Date: _____

This form verifies that, _____ has relinquished the
(Type or Print Name)

attached Purchasing Card in accordance with College policies and procedures.

For the following reason (circle one response):

- A. Leaving the College.
- B. Transferred to another Department
- C. Other reason(s): _____

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(Affix half of card here)

(Affix half of card here)

This form with the cut up purchasing card is to be sent to the Purchasing Card Administrator,
Purchasing Department, Kendall Campus

Date received by Card Administrator:
Date cancelled with Card Issuer:
Signed: