

Departing Faculty Members Name:

Department:

Date of Departure:

**Appendix L: Procurement Card/Petty Cash**

Responsible Person: Departing Faculty Member and Department Administrator and Procurement Services.

Per University policy all PCard holders must inform Procurement Services when they leave the University so the PCard can be canceled. Additionally, PIs must provide all PCard receipts in the event of an audit.

\_\_\_\_ Procurement Services has been contacted ([casepcard@case.edu](mailto:casepcard@case.edu)) and the departing faculty members PCard has been canceled.

\_\_\_\_ All PCard receipts are accounted for in the event of an audit.

\_\_\_\_ All petty cash and required documentation have been provided to the cashiers office.

Faculty Member Signature:

Date:

Department Administrator Name:

Date:

Department Administrator Signature:

Appendix L is to be returned as part of the completed Faculty Member Departure packet.