

# Lost/Stolen/Cancellation/Temporary Suspension Request

Office of Procurement and Strategic Sourcing • Procurement Card Program



CARDHOLDER INFORMATION	
_____	_____
Cardholder's Printed Name	Last Four Digits of the Procurement Card Number
_____	_____
Cardholder's Campus E-mail Address	Cardholder's Campus Phone Number
_____	_____
Cardholder's Signature	Date

LOST / STOLEN PROCUREMENT CARD					
_____	_____				
Date P-Card Provider Notified	Name of P-Card Provider Contact				
_____	_____				
Was a replacement card Requested?	Yes	No	Was the card	Lost	Stolen

CANCELLATION OR TEMPORARY SUSPENSION OF PROCUREMENT CARD			
_____	_____	_____	_____
Cancellation	Temporary Suspension	Reinstatement Date	
Reason for Cancellation or Temporary Suspension			
_____			
_____			
_____			
Card Reclaimed/Attached	Card Destroyed	Destroyed By: _____	

ACCOUNT MANAGER AUTHORIZATION		
Return completed form (and card if not destroyed) to the Office of Procurement and Strategic Sourcing: J.C. Kellam 527 or email to <a href="mailto:purchasing@txstate.edu">purchasing@txstate.edu</a>		
_____		
_____	_____	_____
Account Manager's Signature	Account Manager's Printed Name	Date

PROCUREMENT AND STRATEGIC SOURCING USE ONLY	
_____	_____
Account Closed in P-Card Provider's System By	Date