

# University of Louisville ProCard Certificate of Destruction

This document is to certify that the below listed University of Louisville ProCard was destroyed.

Card # (last 8 digits): \_\_\_\_\_ Individual \_\_\_\_\_ Department \_\_\_\_\_

Cardholder/Responsible Party: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Speedtype: \_\_\_\_\_

Department Name: \_\_\_\_\_

I witness that the above mentioned ProCard was destroyed in my presence today  
(date) \_\_\_\_\_.

**-OR-**

I witness that the above mentioned ProCard was not surrendered for destruction  
(date) \_\_\_\_\_, please cancel card.

Witnesses:

1. \_\_\_\_\_  
Printed Name

2. \_\_\_\_\_  
Printed Name

\_\_\_\_ Please cancel the card. Reason: \_\_\_\_\_

\_\_\_\_ Please order replacement card. Reason: \_\_\_\_\_

\_\_\_\_\_  
Approver, Department Head, or Department Chair  
(Signature Required)

\_\_\_\_\_  
Printed Name

Please forward completed form to:

\_\_\_\_\_  
Date

ProCard Office  
Houchens Building LL08K  
2211 So. Brook Street

**DO NOT SEND THE DESTROYED CARD TO THE PROCARD OFFICE**

**FOR OFFICE USE ONLY:**

Cancelled in PeopleSoft     Cancelled at PNC Bank     Added to internal log     Cancelled Statement