

**University of Louisville  
Department of Purchasing  
Procurement Card Certificate of Destruction**

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

Card#: \_\_\_\_\_ Individual \_\_\_\_\_ Department \_\_\_\_\_

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

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

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

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

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

Witnesses:

1. \_\_\_\_\_

2. \_\_\_\_\_

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

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

\_\_\_\_\_  
Department Head/Department Chair (Signature required)

\*(Please note: Form will be returned if not signed)

Please forward completed form to:

Tanisha Hackett, Auditor II  
Procurement Card Program  
Inventory Control Building, 1901 So. Floyd St.

**DO NOT SEND THE DESTROYED CARD TO THE PROCUREMENT CARD DEPT.**