

# Standards for Deactivating or Cancelling a University Credit Card

## University Standards: STN-U5351.02B

### Authority

POL-U5351.02 Issuing and Using University Credit Cards

### See Also

POL-U5315.25 Reporting Loss of University Funds or Property policy  
PRO-U5315.25A Reporting Loss of University Funds or Property procedures

### Definitions

**Cancelled Card:** The account is closed permanently and cannot be reactivated.

**Deactivated Card:** The account is temporarily suspended and can be re-activated without going through the application process.

### Standards for Deactivating a Card

Generally, the reason for deactivating a card is to prevent another individual from using the card when it is not in the card holder's possession and to protect the card holder from being falsely accused of making unauthorized charges.

**1. A card must be collected from the card holder by the Budget Authority or Financial Manager typically when:**

- a. The card holder will be on a long term leave of absence,
- b. The card holder is on cyclic leave,
- c. The card holder is be temporarily reassigned to other duties that don't include making card purchases, or
- d. For disciplinary reasons\*, or
- e. Other circumstances at the Financial Manager's discretion warrant de-activating a card.

***\*Human Resources must be consulted before cancelling a card due to disciplinary reasons.***

**2. The Budget Authority or Financial Manager must send the University Card Administrator a request in writing:**

- a. Requesting to deactivate the card,
- b. Specify the date card is to be deactivated,
- c. Confirm that the card has been collected and secured, and
- d. Email the Card Administrator when card is to be re-activated.

**3. The Budget Authority or Financial Manager must not allow another person (including themselves) to use the card:**

- a. Instead of deactivating the card, or
- b. Before the request to deactivate the card is submitted.

**Standards for Cancelling a Card**

**1. A card must be collected from the card holder by the Budget Authority or Financial Manager when the cardholder:**

- a. Is scheduled to move to a different University position in a different department,
- b. Is scheduled to leave employment at the University,
- c. Has a change in duties that does not include being a card user, or
- d. Is no longer allowed to use the card (permanently) due to disciplinary reasons.\*

***\*Human Resources must be consulted before cancelling a card due to disciplinary reasons.***

**2. The Budget Authority or Financial Manager must:**

- a. Not allow anyone (including themselves) to use the card to make purchases,
- b. Promptly cut the card in half,
- c. Promptly contact the University Card Administrator in Purchasing via email with request to cancel the account, and
- d. Retain the card holder's credit card records for six years.

**Responsibilities of the University Card Administrator**

- 1. Ensures the requestor is the appropriate Budget Authority or Financial Manager.
- 2. Promptly cancels or deactivates a card when requested.
- 3. Sends email confirmations to requestor when an account has been cancelled or de-activated.
- 4. Notifies the Director of Business Services of any cancellation or de-activation due to disciplinary action.