



### Certificate of Destroyed/Lost/Stolen Purchasing Card

Texas AgriLife Research

Texas AgriLife Extension Service

This document is to certify that the below listed Texas A&M AgriLife purchasing card was destroyed/lost/stolen:

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

Purchasing Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Please fill out one of the following sections:

1. I certify that the above purchasing card was destroyed in my presence today.

Witnessed by: 1. \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Destruction: \_\_\_\_\_

2. I certify that the above purchasing card was lost/stolen:

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

Please check one of the following:

Account should be closed:

Card is being renewed/reissued:

\_\_\_\_\_  
Unit Department Head Date: \_\_\_\_\_

Please forward completed form to:

Candi Young  
Purchasing Card Program Coordinator  
Texas A&M AgriLife Disbursements  
2147 TAMU  
College Station, TX 77843-2147

**PLEASE DO NOT SEND THE DESTROYED CARD TO THE PURCHASING CARD OFFICE.**