



Northern Illinois University

Commercial Card Return

Changes in employment status require the return of commercial card(s). A cardholder may voluntarily relinquish their commercial card(s) at any time.

The following changes in employment status require cardholders to return their card(s) to Card Services:

- Transfer to another department/unit
- Separation/termination from NIU
- Retirement

It is recommended cardholders cease purchasing at least 30 days in advance of a known change in employment status to allow time for allocation and reconciliation of transactions prior to their departure.

The Cardholder or their Approving Manager should complete a Commercial Card Return form and deliver it in-person to Card Services, along with the card(s). Contact Card Services at cardservices@niu.edu if other arrangements are needed.

CARDHOLDER INFORMATION

Cardholder Name*

Employee ID* (Eight Digits)

Card Last 4 Digits*

Cardholder Returning Card

Cardholder Signature

Date

Approving Manager Returning Card

Manager/Supervisor Name

Manager/Supervisor Signature

Date

Commercial Card Services

Date