**Cancel a Pcard**

To cancel a card or user, email proadmin@ouhsc.edu. Only your name is needed to cancel the card or user. **Please do not email your Pcard number and do not send the card back to the Purchasing department.** Cut up the card in as many pieces as you can. Dispose of part of the card in one trashcan on one day. Dispose of the rest in another trashcan on another day, after the trash has been picked up. Any reoccurring charges to the cancelled card will no longer go through and you should transfer these types of charges to another card immediately. Cards may be cancelled for several reasons, some of which may include a cardholder leaving the university, the cardholder no longer needing a card for his/her position or the cardholder not using the Pcard in an appropriate manner.