

UNIVERSITY OF HARTFORD

PROCUREMENT SERVICES

Lisa P. Condon
University of Hartford
200 Bloomfield Ave – FASB
West Hartford, CT 06117

January 1, 2016

John Smith
University of Hartford
200 Bloomfield Ave
West Hartford, CT 06117

Dear *John Smith*:

Please be advised that your MasterCard Purchasing Card (*card number xxxx*) has been cancelled and that your rights to use the card ended when you ceased to be an employee of the University of Hartford. Immediately discontinue all use of the card and return it to us if you have not already done so.

If you, as the employee, made any charges on your account, that did not benefit the company, you are responsible to contact your supervisor or p-card administrator at the University of Hartford to arrange payment to the company for those charges.

Thank you for your cooperation in this matter.

Sincerely,

Lisa P. Condon
Director of Procurement Services

Cardholder Signature:

Date:
