



Temporary/Part-time Employee Cardholder Provision

As a temporary or part-time employee of Wake Forest University, I agree to notify Human Resources before my termination and to meet with a representative from Human Resources before leaving the University. I will submit all receipts and documentation for all credit card transactions to Accounts Payable before my termination date.

Signature: _____ Date: _____
Cardholder

Signature: _____ Date: _____
Department Head

Signature: _____ Date: _____
Procurement Services

For temporary employees:

Date employment/grant funding to end: _____