



PROCUREMENT CARD CARDHOLDER STATEMENT OF DISPUTED ITEM

Cardholder Name _____ Department _____ Ext. _____

Vendor Name _____ Transaction Date _____ Statement Date _____

Amount Disputed _____ Transaction Number _____ Reference Number _____

Check the description most appropriate to your dispute:

_____ Alteration of Amount: The amount of the sales draft has been altered from \$ _____ to \$ _____. (Please include copy of sales draft.)

_____ Cardholder Dispute: I did participate in the above transaction, however, I dispute the entire charge, or a portion, in the amount of \$ _____ because:

_____ Credit Not Received: The vendor has issued me a credit slip for the transaction listed above, however, the credit has not posted to my account. The date on the voucher is between 30 and 90 days old. (Please include a copy of the credit voucher.)

_____ Inadequate Description/Unrecognized Charge: I do not recognize this charge. Please supply a copy of the sales draft for my review.

_____ Merchandise Not Received: My account has been charged for the above transaction, but I have not received this merchandise. I have contacted the vendor.

_____ Merchandise Returned: My account has been charged for the transaction listed above, but the merchandise has been returned. Provide a description of the circumstances. (Please include postal receipt for the return if applicable.)

_____ Multiple Charge: The above transaction represents multiple billing to my account. I only authorized one charge from this vendor for \$ _____. I am still in possession of my card.

_____ Order Canceled Prior to Shipment: My account has been charged for the above transaction, but I have since contacted this vendor and canceled the order. I will refuse delivery should the merchandise still be sent.

_____ Unauthorized Mail or Phone Order: I certify the charge listed above was not authorized by me or any authorized user of this account. I have not ordered merchandise by phone or mail, or received goods and services as represented above.

_____ Other:

_____ I am no longer disputing this charge.

Cardholder Signature _____

Merchant / Bank / Individual Contacted _____

Conversation Summary: (Please use reverse side for summary.)