



P-Card Transaction Dispute Form

Please send form and additional documentation to P-Card Administrator

Card Name: _____ Last 4 Digits of Card Number: _____

Statement ID: _____ Transaction ID: _____ Transaction Amount: _____

Dispute Reason:

- I have not authorized this charge on my card. I have not purchased or ordered merchandise in person, by phone, or by mail, nor have I received any goods or services from this merchant.
- My card has been charged for the transaction listed above, but I have not received the merchandise or service. I expected to receive _____ from the merchant on __/__/__. I contacted the merchant on __/__/__, and their response was _____
_____. This matter has not been resolved.
- The merchant promised me a refund credit for the listed charge, but it has not yet appeared on my card. A copy of the refund documentation is enclosed.
- Sales Tax: _____
- Other: _____

Card Holder's Signature

Date

Purchasing Department Use Only:

Action Taken: _____

Notes: _____

Resolved on: _____ Refer to Statement ID: _____

P-card Administrator's Signature

Date