



PCard Transaction Dispute Form

INSTRUCTIONS

- After attempts to reach an agreement with the seller have failed the Cardholder should contact the bank at 800.270.7760 to file a formal dispute. Contact should be made within 60 days of the transaction posting date to be considered by the bank.
- Complete applicable fields below.
- Submit the completed form to your Independent Reviewer within 48 hours of notifying the bank of the dispute.

Cardholder Information (Print or type; all requested information is required.)

Last Name	First Name	Middle Initial
Phone 351-_____ SSU E-mail Address _____ Last 4 Digits of Credit Card # _____		

Disputed Transaction Information

Merchant Name _____

Transaction Date _____ Transaction Amount \$ _____

Check the Reason for the Dispute (Select only one explanation below.)

- I did not make nor authorize the above transaction.
- There is a difference in the amount I authorized and the amount I was billed.
- I was previously billed (e.g., double billed) for this transaction. (Date of previous charge: _____)
- I do business with the listed merchant regularly; however, I do not recognize the above transaction.
- I have received a credit voucher from the merchant for the above transaction, but it has not yet appeared on my account.
- The above transaction is mine, but I am disputing due to:
(Please explain dispute below, such as merchandise was returned, defective, or not received, or items cancelled with the vendor.)

Cardholder Signature: _____ Date: _____

Additional Comments: _____
