

University of Connecticut
LOST OR STOLEN PURCHASING CARD NOTIFICATION

Please contact JP Morgan Chase at 1-800-848-2813 immediately to report stolen or lost card.

It is the cardholder's responsibility to *immediately* telephone JP Morgan Chase if his/her Purchasing Card is lost or stolen. Remember, your cardholder's account is liable for any charges that are made against the Purchasing Card, up to the cardholder limitations that are set on the card. *A copy of this notification must be sent to the Purchasing Card Administrator via fax to (860) 486-5051 immediately following bank notification.*

Date: _____

Card was: (Please ✓ check one) LOST STOLEN

If stolen, please explain:

Police Report Filed? YES NO
Report # _____

Cardholder Name: _____

Cardholder
Departmental Address: _____

Cardholder Telephone
Number: _____

Card Number: - - -

Date & Time of Notification: _____

Cardholder Signature: _____ Date: _____

Record Manager Signature: _____ Date: _____

Purchasing Card Administrator
Signature: _____ Date: _____

Purchasing Use Only

Action Taken:

Card Re-Issued New card being sent to Purchasing Date received: _____

Card Number: - - -

Date Distributed _____ Cardholder Signature: _____

Renewal Denied Date: _____