

## DISPUTED TRANSACTION FORM

**Cardholder Name & Address:**

**Account Number:**

**Cardholder Phone Number**

**Cardholder Fax Number:**

**Merchant Name:**

**Amount**

**Transaction Ref#:**

**Transaction Date:**

To assist our investigation, please indicate below the reason for your dispute.

\_\_\_ I did not make nor authorize the above transaction. (Please indicate the whereabouts of your Procurement Card.)

\_\_\_ There is a difference in the amount I authorized and the amount I was billed. (A copy of your charge must be enclosed.)

\_\_\_ I only transacted one charge, and I was previously billed for this sales draft.

Date of previous charge:

\_\_\_ The above transaction is mine, but I am disputing the transaction. (Please state your reasons why in detail.)

\_\_\_ Please send me a copy of the sales draft.

\_\_\_ I have received a credit voucher for the above transaction, but it has not yet appeared

on my account. (A copy of the credit voucher must be enclosed.)

\_\_\_\_ My account has been charged for the above transaction, but I have not received this merchandise. The date of expected delivery was: \_\_\_\_\_. The details of my attempt to resolve the dispute with the merchant and the merchant's response are indicated below.

\_\_\_\_ Other (Please explain):

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_