

# MOUNT HOLYOKE

## PURCHASING CARD PROGRAM LOST/STOLEN CARD NOTIFICATION

It is the Cardholder's responsibility to immediately notify the Program Administrator if their Purchasing card is lost or stolen by emailing: purchasing-card or calling extension 2354. If the loss or theft is discovered during non-business hours: telephone JP Morgan Chase, Inc, 24 hours a day at **1-800-270-7760**.

The cardholder's account is liable for any charges that are made against the Purchasing Card, up to the Cardholder's limitations that are set on the card. After the Cardholder has made notification, complete this form and forward to the Program Administrator.

Card was:  Lost  Stolen

Cardholder's Name: \_\_\_\_\_  
Last Name First Name

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Visa Charge Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date Cardholder realized Purchasing Card was missing: \_\_\_\_\_

Notified:  Program Administrator  JP Morgan Chase \_\_\_\_\_  
Date

\_\_\_\_\_  
Cardholder's Signature Date

\_\_\_\_\_  
Budget Authority Signature Date

### To Be Completed By Program Administrator

Date Lost/Stolen notification Received: \_\_\_\_\_

Date replacement Card Received: \_\_\_\_\_

Replacement Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date Replacement Card Issued: \_\_\_\_\_