UNIVERSITY OF ARKANSAS AT MONTICELLO
LOST OR STOLEN P-CARD NOTIFICATION FORM

Step 1. **Immediately upon knowing your P-Card is lost or stolen notify Visa by phone at 1-800-VISA911. Record the date, time and name of the Visa representative you spoke with.**

Step 2. **Compete and distribute this form to the Departmental P-Card Liaison and the University P-Card Coordinator**

Date of this report:_____

Cardholder Name_____**Department**_____

Cardholder Phone No._____**Card Number**_____

___ Card is believed to be stolen.

___ Card is believed to be lost.

Information on telephone notice to VISA:

Date:_____ **Time:**_____

Visa Employee you talked with:_____

Briefly describe circumstances of loss or theft:_____

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Cardholder Signature:_____