



WSSU

TRANSACTION DISPUTE FORM

Transactions that appear on the monthly P-Card Statement from Bank of America may be disputed up to 60 days after the statement's closing date.

Cardholder Name _____ Telephone Number _____

E-mail Address _____ Last 4 Digits of Credit Card Number _____

Statement Date _____ Transaction Date _____ Post Date _____

Reference Number _____ Amount Disputed _____

Merchant Name _____

Explanation of Dispute (Include all contact with merchant and merchant's response): _____

Date Printed Name of Cardholder Signature of Cardholder

Date Printed Name of Reconciler Signature of Reconciler

Date Printed Name of Department Head Signature of Department Head