

AUSTIN PEAY STATE UNIVERSITY

LOST/STOLEN VISA PURCHASING CARD NOTIFICATION

(Route completed form to the Purchasing Department)

Cardholder Name: _____

Card Number: _____ Date Card Discovered Missing: _____

Date *Bank of America* was notified: Telephone: **(1-800-538-8788)**

Time bank notified: _____ Name of *Bank of America* Employee: _____

Date Purchasing Card Coordinator notified: Telephone: **(931-221-7022)**

_____ Fax: **(931-221-6300)**

Replacement Card requested: Yes _____ No _____

Cardholder's Signature

Date

Department Head Signature

Date

Notification verified with *Bank of America*:

Purchasing Card Coordinator

Date