

PURCHASING CARD Lost or Stolen Card Notification

It is the responsibility of the Cardholder to immediately report a lost or stolen Purchasing Card. The Cardholder must report the lost or stolen Purchasing Card by calling:

1. GE Capital at (800) 274-7378, and
2. Their Purchasing Card Administrator

Verbal reports of lost or stolen PCards must be followed by submitting this form to the Electronic Settlement Coordinator in Holyoke 380F (fax: 617-496-6777).

Card was: Lost
 Stolen
 Other (describe)

Cardholder Name: _____

Card Number: _____

Cardholder Department: _____

Date called in to GE Capital: _____

Time called in to GE Capital: _____

Submitted by: _____ Date: _____

Purchasing Card Administrator: _____

Print Name: _____

SEND THIS FORM TO THE ELECTRONIC SETTLEMENT COORDINATOR

Holyoke 380F or FAX: 617-496-6777