

## Merchant Non-Acceptance Form

Instructions: Cardholders who encounter merchants that will not accept the Harvard Purchasing Card should fill out the information requested below. This information will be used to help add merchants to the Purchasing Card program.

Please forward this form via University mail to:

Electronic Settlement Coordinator  
380F Holyoke Center  
Cambridge, MA 02138

Cardholder Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Merchant Information:

Harvard University Vendor Number: \_\_\_\_\_ (if known)

Merchant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Would you use this merchant more often if they did accept the Purchasing Card? YES \_\_\_\_ NO \_\_\_\_

What is the value of the order you WOULD have placed? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please mail this form to the Electronic Settlement Coordinator in Holyoke 380F.