

**MISSISSIPPI UNIVERSITY FOR WOMEN
PROCUREMENT CARD
DISPUTED ITEM REPORT**

Department Name _____

Cardholder Name _____

Vendor Name _____

Account Number _____

Amount of Transaction _____ Visa Reference Number _____

Transaction Date _____ Posting Date _____

I am disputing this charge because: (Please check all appropriate boxes)

I did not authorize this transaction. I did not authorize anyone else to make this charge.

My account was charged twice for the same transaction. Posting dates of the transactions are: _____ and _____ .

The amount of the sales draft was increased from \$ _____ to \$ _____ (without my authorization), or my sales draft was added incorrectly. (Please enclose a copy of the sales draft which shows the correct amount).

I have attempted to resolve this dispute with the merchant due to the following:
-Merchandise was not received. The expected date of delivery was _____
-Merchandise has been returned. Date item returned _____

Other (Please explain in detail):

Cardholder Signature

Date

Print Cardholder Name