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| J:\Function\Branding\- New OMES logo\Horizontal\OMES-logo-horiz-RGB.jpg | State Purchase Card Lost, Compromised or Stolen Notification |

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| **PROCEDURE:**   1. Immediately upon knowing your P-card is lost, compromised, or stolen, you shall notify Bank of America by phone at 1-(888)-449-2273 or any other known fraud unit phone numbers; and record the date and time of the call and the name of the Bank of America representative you spoke with. | | | | | | | | | | | | | | |
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| Cardholder name: | |  | | | | | | | | | | |
| Agency Name: | |  | | Agency number: | | | | |  | | | |
| Cardholder phone: | | | |  | | | | | | | | |
| Date of this report: | |  | | | | | Card number (last 6 digits): | | | | |  |
|  |  | | | | | | | | | | | | | |
|  | Card is believed lost. | | | | | | | | | | | | | |
|  | Card is believed compromised. | | | | | | | | | | | | | |
|  | Card is believed stolen. | | | | | | | | | | | | | |
| Telephone notice to issuing bank information: | | | | | | | | | | | | | | |
|  | | |  | |  | | | | |  |  | | |
| Bank Employee Name | | |  | | Date | | | | |  | Time | | |
|  | | | | | | | | | | | | | |
| Briefly describe circumstances of loss, compromised, or theft or card: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | |  | |  | | | | | |
| Cardholder Signature | | | | | |  | | Date Signed | | | | | |
|  | | | | | | | | | | | | | |
| 2. Complete and distribute this form by the fastest possible means to the agency P-card Administrator with a copy to the cardholder’s approving official. | | | | | | | | | | | | | |