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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. |