

**Procurement Services Division
Credit Card Unit
8525 Rex Rd., Pico Rivera, CA 90660
Main Line: (562) 654-9401 Fax: (562) 654-9048**

Declaration of Unauthorized/Fraudulent Use

1. Indicate the name on the card that was lost/stolen:

2. Please check the statement that applies to your situation:

My Card was:

☐ Lost ☐ Stolen:

Date card was lost or stolen:

☐ I have unauthorized transactions, but my card is in my possession.

3. THE TRANSACTION(S) LISTED BELOW ARE UNAUTHORIZED/FRAUDULENT.

Disputed Transactions:

Date	Document Number	Merchant Name	Amount

Please sign and date below:

Cardholder Signature

Date

Approving Official Signature

Date

Please upload the completed form to the unauthorized/fraudulent transaction(s) in SAP.