



**Cardholder's Statement of Questioned Item**

TO: Purchasing Card Administrator

FROM: (Approving Official) \_\_\_\_\_

SUBJECT: QUESTIONED ITEM ON PURCHASING CARD STATEMENT

The following item(s) listed on the referenced Statement of Account is disputed.

Date of Statement of Account:

Item(s) Disputed: \_\_\_\_\_

Reason: (Provide information as to why the item does not meet your requirements. Indicate actions requested of merchant, reasons merchant refused to correct dispute, and any other information that is available to assist the Finance Department to negotiate the dispute.)

Action Requested: \_\_\_\_\_

Return item and obtain credit \_\_\_\_\_

Exchange for same item \_\_\_\_\_

Exchange for a different model, brand, etc. with applicable deduction/increase in cost. (This action will require prior approval from cardholder if cost increase is required.)

Other Comments:

\_\_\_\_\_  
Cardholder's Name

\_\_\_\_\_  
(Cardholder's Signature)

Purchasing Card Administrator's Documents Resolution of Dispute:

\_\_\_\_\_  
\_\_\_\_\_

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

Initial: \_\_\_\_\_