



Lost or Stolen Purchasing Card Form

TO: Purchasing Department

FROM: (Approving Official)

SUBJECT: **REPORT A LOST OR STOLEN PURCHASING CARD**
All cards must be reported within one day after the incident has occurred.)

Date of the reported Lost or Stolen Purchase Card: _____

Location of where the card was lost or stolen: _____

Select (x) a category listed below:

Type of card activity:	_____	Card was lost
	_____	Card was stolen

Detailed explanation of the incident:

Last purchases made with the purchasing card:

Cardholder's Name (Print)

Cardholder's Signature/Date

Department Director's Signature/Date

Purchasing Card Administrator's Signature/Date