



Procurement & Strategic Sourcing
 5700 Cass Avenue, suite 4200
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Division of Finance and Business Operations

WSU Procurement Card - Dispute Form

If you believe an item on your statement has been charged in error, please complete and sign this form. We must hear from you within 30 days of the posted transaction in order to file a claim with Bank of America. Please be as complete as possible when explaining your inquiry and remember to include relevant documents. Insufficient documentation may delay the resolution of your inquiry. Also, please be sure to make a good faith effort to resolve with the merchant prior to filling a dispute.

Please send completed form by e-mail to:
Jeneen Conley-Berry
 Email: ab7933@wayne.edu

Primary Cardholder Name (Please Type or Print) _____
 Daytime Phone _____
 Card No. _____
 Post Date(s) _____
 Amount(s) in question _____
 Merchant(s) Name (s) _____

Primary Cardholder Signature _____ **Date** _____

Check the item below that best fits your situation, and provide the information requested.

- I certify that the charge listed above was not made by me or any person authorized by me. Nor were the goods or services for this charge received by me or anyone authorized by me. The card **(check one)**
 - IS**
 - IS NOT**
 in my possession. *(Attach detailed letter outlining your attempts to resolve with merchant).*

- Although I did participate with the merchant, I was billed for additional transactions, which I did not authorize. The valid charge was billed to my card number on _____ (mm/dd/yy).
 (Attach copy of the authorized sales slip)

- I have not received the merchandise that was to have been shipped to me. Expected date of delivery was _____ (mm/dd/yy). I contacted the merchant on _____ (mm/dd/yy) and the merchant's response was:

- Merchandise that was shipped, arrived damaged and/or defective on _____ (mm/dd/yy). I returned it on _____ (mm/dd/yy).
 Please provide merchant response. _____

X _____ Date _____
 Program Administrator / Daytime Phone (313) 577-3708