

# LOSS, THEFT OR FRAUDULENT USE OF PROCUREMENT CARD

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<b>CARDHOLDER NAME:</b> _____	<b>DATE:</b> _____
<b>DEPARTMENT:</b> _____	<b>PUID:</b> _____

  

1. Please check why you are filing this report (check all that applies):

- My card has been LOST.
- My card has been STOLEN and/or CARD WAS COMPROMISED
- My card has been FRAUDULENTLY USED.
- Bank contacted me due TO SUSPECTED FRAUDULENT ACTIVITY and/or closed card account.

  

2. Did you notify the Bank? <input type="checkbox"/> YES <input type="checkbox"/> NO	Did Bank notify you? <input type="checkbox"/> YES <input type="checkbox"/> NO
Date you contacted the Bank: _____	Date Bank contacted you: _____

Did you request for the card to be CANCELLED?     YES     NO

Did you request a replacement card?     YES     NO

Date you initially contacted bluCard Administration regarding this incident: \_\_\_\_\_

  

3. **If bluCard is LOST, and no fraudulent charges were made to your card :**  
How did you determine that your card was lost?

When was your card last used?

When was it last seen?

  

4. **If bluCard has been STOLEN and/or FRAUDULENTLY USED:**  
**POLICE REPORT IS REQUIRED** (a copy of the report may be requested)  
I reported Incident to:

Berkeley Campus Police     Other: Police Agency: \_\_\_\_\_

Date reported to police: \_\_\_\_\_

Police report case #: \_\_\_\_\_

  

5. **If bluCard has been STOLEN:**  
How did you determine that your card was stolen?

Where was it stolen?

How was it stolen?

When was your card last used?

  

6a **If you noticed and/or are reporting FRAUDULENT USE** of your card:  
Have you ever given anyone else permission to use the card or use your signature?

YES     NO    If so, who? \_\_\_\_\_

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6b. **If you notice and/or are reporting FRAUDULENT USE of your card (continued):**  
How did you determine that your card had been fraudulently used?

Have you contacted the vendor(s) regarding the fraud charge(s)?

YES  NO

Will the charge(s) be reversed by the vendor(s)?

YES  NO

**Attach the following documentation:**

- copy of email statement(s) showing fraudulent charge(s)
- list of anticipated fraudulent charges (get this info from bank)
- list of credit already received.
- any other related paperwork (police report, etc.)

**Cardholder (signature required):**

I verify that all the information I have provided is accurate and complete.

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

If you are not the cardholder, please print your name:

Provide brief explanation of why cardholder did not prepare this report:

**Department Business Manager (signature required):**

Department business manager **must indicate** whether or not department is requesting issuance of replacement card:

Release the replacement card to the cardholder

Do not release the replacement card to the cardholder.

\_\_\_\_\_  
Processing Unit

Print name: \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

**BLUCARD ADMINISTRATION (CENTRAL PURCHASING) USE ONLY:**

Approved

Denied

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_