SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
PURCHASE CARD PROGRAM
LOST OR STOLEN P/CARD NOTIFICATION FORM

STEP 1: Immediately upon knowing your purchase card is lost or stolen, notify Bank of American by phone (888-449-2273) and contact the SWOSU Comptroller (405-650-2262). Record the date, time, and name of the BOA representative you spoke with.

STEP 2: Next, complete and distribute this form.

Cardholder Name _____ **Department** _____

Cardholder Phone _____ **Date of this report** _____

Card Number (last 4 digits) _____

☐ **Card is believed stolen.**

☐ **Card is believed lost.**

Information on telephone notice to Bank of America:

Date _____ **Time** _____

Bank of America Employee Name _____

Briefly describe circumstances of loss or theft

_____

Cardholder Signature _____

Provide copies immediately to your supervisor and Comptroller.