



## p-CARD STATEMENT DISPUTE FORM

This form is provided to assist you should you believe a transaction on your statement is in error. Regulations require that disputes be settled in 30 days, and thus should be addressed as soon as possible. Any disputes that cannot be resolved by the cardholder directly with the vendor should be recorded on this form and submitted to the p-Card Administrator who will deal directly with the bank and the vendor. Please email this completed form to Teodor Dornea (teodor.dornea@k12northstar.org) or Lonnie Smith(lonnie.smith@k12northstar.org).

Cardholder Name:	Last 4 numbers on p-Card:
Vendor Name:	Transaction ID:
Transaction Date:	Posting Date:
Transaction Amount:	

**Please check one of the following choices applicable to your dispute. Include all necessary information / documentation, including a copy of the statement.**

- I do not recognize the above-mentioned charge. I have attempted to contact the vendor to obtain further information.
- I have been billed more than once by the same vendor. I authorized one charge with this vendor only. My card was in my possession at the time of the disputed transaction.  
 Valid Charge \$ \_\_\_\_\_ Reference # \_\_\_\_\_ Transaction Date: \_\_\_\_\_  
 Invalid Charge \$ \_\_\_\_\_ Reference # \_\_\_\_\_ Transaction Date: \_\_\_\_\_
- I cancelled: Service / Airline Ticket / Hotel Reservation on \_\_\_\_\_ (date). Cancellation # \_\_\_\_\_
- I have not received the merchandise that was to be shipped to me on \_\_\_\_\_ (date). I have requested credit.
- Merchandise that was shipped to me arrived damaged or not as described. I returned it on \_\_\_\_\_ (date) and asked the vendor to credit my account. I am providing a copy of my returned mail receipt.
- Vendor was to issue credit for merchandise I returned to the store. I have enclosed a copy of my credit receipt.
- I have been charged for a purchase that was paid for by other means. I am providing a copy of the documentation showing the other method of payment.
- I have not received the merchandise that was to be shipped to me on \_\_\_\_\_ (date). I have requested credit.
- I have been billed for an incorrect amount. My receipt shows \$ \_\_\_\_\_, however, I was billed \$ \_\_\_\_\_  
I am providing a copy of my receipt showing the correct amount.
- I did not authorize the above-mentioned charge. I have attempted to contact the vendor to resolve the dispute but have been unsuccessful.

**Please attach a copy of statement and detailed information further describing the dispute.**

Work Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

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