



WMU Procurement Card Program Missing Documentation Form

Accountholder Name: _____ Date: _____

Vendor Name: _____

Amount of Transaction: _____ Date of Transaction: _____

Type of Missing Documentation (*Check one that applies*)

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A. MISSING RECEIPT (*a receipt was not provided nor is obtainable*)

Reason for Missing Receipt: _____

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B. INTERNATION FEE (*fee applies when an international transaction is processed and a 1% charge is applied as a separate transaction*)

This fee is from the original international transaction from _____ on _____

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C. CREDIT MEMO (*credit received from a vendor that does not have any documentation*)

Credit from vendor for: _____

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D. FRAUDULENT CHARGE (*charge not authorized by the accountholder; card is considered compromised*)

I acknowledge that the transaction has been reported to Bank of America as fraudulent and have notified the Procurement Card Program Administrator at acnt-procard@wmich.edu.

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E. FRAUDULENT CREDIT (*fraudulent charge that has been credited back to the accountholder's card*)

Please provide details of fraudulent credit _____

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F. DISPUTED CHARGE (*a charge that is or has been disputed due to one of the following*)

- ☐ Item ordered never received
- ☐ Charged incorrectly by vendor
- ☐ Other _____

Accountholder Signature: _____