



University of Central Oklahoma
PCard/Group Travel Card – Lost or Stolen Notification Form

Note: The University is responsible for all charges until the bank is notified.

STEP 1: Immediately notify JPMorgan Chase by phone @ (800)316-6056 if your PCard is lost or stolen. Record the date, time and name of the JPMorgan Chase representative you spoke with.

STEP 2: Call the UCO PCard Manager @ 974-2497 and UCO Department of Public Safety @ 974-2345.

STEP 3: Complete and distribute this form, keeping a copy in your PCard file.

Cardholder Name: _____ Department: _____

Cardholder Ext: _____ Date of this report: _____

Card Number (last 4 digits) _____

Card is believed stolen.

Card is believed lost.

Where were you the last time you used the card? _____

Date of your last transaction? _____

What did you purchase on the last transaction you made? _____

Information on telephone notice to JPMorgan Chase:

Date _____ Time _____

JPMorgan Chase Employee Name: _____

Briefly describe the circumstances of loss or theft:

Cardholder Signature _____

Provide copies of this form immediately to your Financial Manager and the PCard Manager.