



LOST OR STOLEN PROCARD NOTIFICATION

UNIVERSITY OF MASSACHUSETTS
AMHERST

It is the Cardholder's responsibility to **immediately** telephone First Chicago if his/her Procard is lost or stolen. Telephone, 24 hours a day, 1 800 848-2813. The Cardholder's account is liable for any charges that are made against the Procard, up to the Cardholder limitations that are set on the card. After the Cardholder has so notified First Chicago, s(he) shall complete this form and forward it to the Procard Manager, Room 407, Goodell Building.

Card was: LOST
 STOLEN

DATE CARDHOLDER REALIZED PROCARD WAS MISSING: _____

Cardholder
Name: _____
Cardholder Departmental
Address: _____

Cardholder Telephone
Number: _____

Card Number: _ _ _ _ - _ _ _ - _ _ _ _

Date called in to First Chicago: _____ Time called
in: _____

Cardholder Signature: _____ Date: _____

Account Administrator Signature: _____ Date: _____

Procard Manager Signature: _____ Date: _____

**RETURN THIS FORM IMMEDIATELY TO THE PROCARD MANAGER, 407
GOODELL BLDG.**