



University of Houston-Downtown Procurement Card Program

Fraudulent Transaction(s) Form

This form is required when reporting fraudulent transaction(s) on a p-card reported by the cardholder. Note: A new card will not be issued until this form is received and reviewed by Procurement.

By submitting this form, the cardholder certifies that he/she did not authorize the transaction(s) and the College/Division Administrator: (or Designee) certifies that he/she has investigated the transaction(s).

Citibank Claim Number: _____ Billing Cycle: _____

College/Division/Department: _____

Cardholder's Information

Name: _____ Title: _____

Employee ID: _____

Work Phone: _____ Email: _____

Signature and Date: _____

College/Division Administrator: (or Designee's) Information

Name: _____ Title: _____

Employee ID: _____

Work Phone: _____ Email: _____

Signature and Date: _____

Is cardholder suspected of making the transaction(s)? Yes No

Attach a Word document detailing the CDA's/Designee's investigation that led to the determination. Attach the Expense Report with the unauthorized transaction(s) highlighted.

To be filled out by Purchasing

Was a new p-card issued to cardholder? Yes No

Date the replacement p-card was issued: _____

Procurement Card Administrator/Coordinator Name: _____

Signature and Date: _____