



State Procurement Card Program Credit Pending Form

FOR YOUR RECORDS ONLY
DO NOT SEND TO JP MORGAN

JPMC Visa Procurement Card Credit Pending Form

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

Supplier: \_\_\_\_\_

Reason for Credit:

Four horizontal lines for text entry.

Actions Taken to Request Credit:

Four horizontal lines for text entry.

If the problem cannot be resolved with the merchant, the Cardholder must initiate a dispute by contacting JPMC at 1-800-316-6056 within 60 calendar days.

NOTE: DEPARTMENT MUST RETAIN THIS RECORD AND ATTACH ORIGINAL DOCUMENTATION TO THE BACK. RECORDS MUST BE RETAINED BY THE DEPARTMENT FOR SIX (6) YEARS, PLUS THE CURRENT YEAR. ALL PCARD TRANSACTIONS ARE SUBJECT TO AUDIT AND MUST COMPLY WITH THE POLICIES AND PROCEDURES GOVERNING THE PROGRAM.