

# University of Miami Purchasing Card

## LOST OR STOLEN CARD NOTIFICATION

(Please contact the PCard Program Manager immediately at [pcard.ap@miami.edu](mailto:pcard.ap@miami.edu) or 284-2417)

The Card was:

Lost

Stolen

Other (Describe) \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Account Number:

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Date called in to GE Capital: \_\_\_\_\_ Time called in: \_\_\_\_\_

Approved at GE Capital: \_\_\_\_\_

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

Authorized Signer: \_\_\_\_\_

Print Authorized Signer's Name:

\_\_\_\_\_

**Return to the University of Miami PCard Manager at:**

Accounts Payable  
750 Gables One Tower  
Locator 2978

or

Fax: (305) 284-5835