



JP MORGAN CHASE VISA PROCUREMENT CARD CREDIT PENDING FORM

INITIAL COMMUNICATIONS:

VENDOR NAME: _____

DATE: _____ CONTACT: _____

REASON FOR CREDIT: _____

EXPECTED OUTCOME: _____

FOLLOW-UP COMMUNICATIONS:

DATE: _____ CONTACT: _____

EXPECTED OUTCOME: _____

If a problem cannot be resolved directly with the vendor by the cardholder within a reasonable timeframe (minimum one full billing cycle), please contact the Program Administrator for assistance

NOTE: This is an official document of procurement record and must be maintained for audit purposes.