

### CHARGE DISPUTE FORM

The following item(s) listed on account statement is disputed for the following reason(s):

- Unauthorized charge
- Incorrect charge amount
- Multiple billing
- Merchandise returned
- Unrecognized charge
- Other \_\_\_\_\_  
\_\_\_\_\_

Transaction Number	Date	Vendor	Dollar Amount

\_\_\_\_\_  
Cardholder's Printed Name

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Date

**NOTE:** This form is to be completed by the Cardholder and turned in to the Finance Representative.