

**ARKANSAS TECH UNIVERSITY**

**LOST OR STOLEN P-CARD**

**Purchasing Department  
Russellville, AR 72801-2222**

**Tel: 479-968-0269  
Fax: 479-968-0633**

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

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

Department: \_\_\_\_\_

Cardholder Phone No: \_\_\_\_\_

Last 4 Digits of Card No: \_\_\_\_\_

Please check one: Card is believed to be \_\_\_\_\_ stolen \_\_\_\_\_ lost

Briefly describe circumstances of loss or theft: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Information on telephone notice to VISA and US BANK CUSTOMER SERVICE

Date Notified: \_\_\_\_\_ Time Notified: \_\_\_\_\_

Name of VISA Employee: \_\_\_\_\_

**(1-800-VISA911)**

Name of US Bank Employee: \_\_\_\_\_

**(1-800-344-5696)**

If loss or theft was discovered during normal business hours, notify the ATU Purchasing Department IMMEDIATELY. We will call both VISA and US Bank.

If not during normal business hours, **you must notify them as soon as possible**, and report the loss to ATU Purchasing and your immediate supervisor.