

The University of Tennessee
Procurement and Travel Card Program

Card Notification Form

This form must be completed in the event a card is lost, stolen, or compromised.

CARD WAS: LOST _____
 STOLEN _____ Date card was lost, stolen, or compromised.
 COMPROMISED _____
 OTHER (Describe)

Cardholder Name: _____

Card Number: _____
Last 6 digits only

For Procurement Card Notify
US Bank: (1-800-523-9078)

For Travel Card Notify
Bank of America: (1-888-449-2273)

_____ Date

_____ Time

Name of Bank Employee: _____

Should a replacement card be issued? Yes No

_____ Cardholder Signature

_____ Date

_____ Department Head Signature

_____ Date

NOTE: When completed, fax this form to the Program Administrator at (865) 974-2701
or email to ap_cardadmin@tennessee.edu.

(Rev. 08/20)