

**UC HASTINGS COLLEGE OF THE LAW
LOST/STOLEN CARD NOTIFICATION FORM**

If a P-Card is lost or stolen, or if you suspect that your PCard number is at risk, you **must** report the card lost/stolen to Wells Fargo **IMMEDIATELY @** 1-800-932-0036, Option #2.

*You **must** also complete this form and submit to the college's P-Card Office*

Follow these steps any time your P-Card or P-Card number is at risk:

1. Call the Purchasing Card Administrator - 415- 565-4605
2. Call Wells Fargo to cancel Card - 1-800-932-0036
3. Complete Form Below
4. Send this completed form to the P-Card Office - This will begin the process of securing a replacement card.

CARD HOLDER NAME:

LAST 4 #s OF CC:

DEPARTMENT:

CARDHOLDER PHONE:

DATE OF THIS REPORT:

Card is believed lost

Card is believed stolen

Card # at risk

REPORTED TO WELLS FARGO ON:

**WFB
RPT
#:**

NAME OF WELLS FARGO EMPLOYEE

DATE

TIME

BRIEF DESCRIPTION OF LOSS, THEFT OR WHY THE CARD IS AT RISK:

HAVE THERE BEEN ANY UNAUTHORIZED PURCHASES MADE ON THIS CARD?

NO _____

YES _____

IF SO, YOU MUST IMMEDIATELY DISPUTE THESE CHARGES.

CARDHOLDER SIGNATURE

DATE SIGNED

APPROVER'S SIGNATURE

DATE SIGNED