

Citibank Visa Corporate Procurement Card  
**CREDIT PENDING/DISPUTED ITEM FORM**  
SUNY College at Geneseo

***Credit Pending Section***

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

Description of the problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contacted: \_\_\_\_\_

If problem is not resolved, complete the Disputed Item Section below, and forward the entire page to the Procurement Card Administrator, Purchasing Department, Erwin 218.

***Disputed Item Section***

Procurement Card Number: \_\_\_\_\_

Disputed Item: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**From:**

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

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_



**Send to:** Procurement Card Administrator  
Purchasing Department, Erwin 218  
SUNY College at Geneseo  
1 College Circle  
Geneseo, NY 14454  
Fax: (716) 245-5005

Date forwarded to Procurement Card Administrator for review: \_\_\_\_\_

