

SUNY Geneseo Procurement Card
CREDIT PENDING/DISPUTED ITEM FORM

Credit Pending Section

Date: _____ Supplier: _____

Description of the problem: _____

Contacted at Vendor: _____

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

Disputed Item Section

Procurement Cardholder: _____ Transaction Date: _____

Vendor Name: _____ Transaction Amount: _____

Disputed Item Description: _____

Date forwarded to Procurement Card Administrator for review: _____