

University of Arkansas Disputed Item Form for TCard

Instructions: Please make a good faith attempt to resolve a claim for a purchase directly with the merchant PRIOR to filing a disputed claim. If assistance from Bank of America is required, please complete this form and email it to Elizabeth Miller, travel card administrator, edm003@uark.edu.

Company Name: University of Arkansas, Fayetteville

CARDHOLDER NAME: _____

Account Number: _____

This Charge appeared on my statement: _____

Transaction Date: _____

Reference Number: _____

Merchant Name/Location: _____

Posted Amount: _____ **Disputed Amount:** _____

Dispute Type:

Incorrect Charge

Credit Not Received

Duplicate Charge

Replacement Not Received

Explanation of Dispute: _____

Merchant's Response: _____

Cardholder Signature: _____ **Date:** _____