

**UNIVERSITY OF NEW MEXICO FLEET CARD  
FLEET CARD STATEMENT OF DISPUTED ITEM**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
 License: \_\_\_\_\_ Date: \_\_\_\_\_

Statement Date	Transaction Date	Vendor Name	Amount	Posting Date	Reference Number

	<b>Check the description most appropriate to your dispute.</b>
	1. <b>Alteration of Amount:</b> The amount of the sales draft has been altered from \$_____ to \$_____. <i>(Please include copy of sales draft)</i>
	2. <b>Unauthorized Mail or Phone Order:</b> I certify the charge listed above was not authorized by me or any authorized user of this account. I have not ordered merchandise by phone or mail, or received goods and services as represented above.
	3. <b>Cardholder Dispute:</b> I did participate in the above transaction, however, I dispute the entire charge, or a portion, in the amount of \$_____ Because:
	4. <b>Credit Not Received:</b> The vendor has issued me a credit slip for the transaction listed above, however, the credit has not posted to my account. The date on the voucher is between 30 and 90 days old. <i>(Please include a copy of the credit voucher.)</i>
	5. <b>Multiple Charge:</b> The above transaction represents multiple billing to my account. I only authorized one charge from this vendor for \$_____. I am still in possession of my card.
	6. <b>Merchandise Not Received:</b> My account has been charged for the above transaction, but I have not received this Merchandise. I have contacted the vendor.
	7. <b>Order Canceled Prior to Shipment:</b> My account has been charged for the above transaction, but I have since contacted this vendor and canceled the order. I will refuse delivery should the merchandise still be sent.
	8. <b>Merchandise Returned:</b> My account has been charged for the transaction listed above, but the merchandise has been returned. <i>Provide a description of the circumstances. (Please include postal receipt if applicable).</i>
	9. <b>Other:</b>
	10. <b>Inadequate Description/Unrecognized Charge:</b> I do not recognize this charge. Please supply a copy of the sales draft for my review.
	11. <b>I am no longer disputing this charge.</b>

Authorized By: \_\_\_\_\_ Fleet Card User Signature: \_\_\_\_\_

**For UNM Use Only**

Date/time contacted	Individual Contacted	Conversation Summary

(Please use reverse side for additional space)