



## JP MORGAN CHASE VISA PROCUREMENT CARD CREDIT PENDING FORM

### INITIAL COMMUNICATIONS:

VENDOR NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

REASON FOR CREDIT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPECTED OUTCOME: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FOLLOW-UP COMMUNICATIONS:

DATE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

EXPECTED OUTCOME: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a problem cannot be resolved directly with the vendor by the cardholder within a reasonable timeframe (minimum one full billing cycle), please contact the Program Administrator for assistance

NOTE: This is an official document of procurement record and must be maintained for audit purposes.