

The University of Tennessee Procurement
and Travel Card Program

Card Notification Form

In the event that a card is lost, stolen, or compromised, the cardholder should call the bank and return this form to ap_cardadmin@tennessee.edu. Cardholders should press 0 when asked for the 16 digit account number if the card has been lost or stolen.

CARD WAS: Lost
 Stolen
 Compromised
 Other

Name on Card: _____
Card Number: _____ Last 4 digits only
Date card was lost/stolen/compromised: _____

Comments:

Bank of America: (1-888-449-2273) Date Reported: _____ Time: _____

Name of bank employee: _____

Was a replacement card requested? Yes No

Cardholder Signature

Date

NOTE: Please allow a minimum of 10 business days for your replacement card to arrive. Reach out to your campus coordinator with any questions about receiving your replacement.

(Rev. 08/21)