

## DECLARATION OF UNAUTHORIZED USE

I \_\_\_\_\_ the undersigned, do hereby state and declare as follows:

1. This declaration concerns the following credit card number (only provide last 6 digits): \_\_\_\_\_
2. I have indicated below and/or on the attached those transactions that are fraudulent.

Transaction Date	Amount	Merchant Name

3. Please check the statement that applies to your situation:

My Card was:

Date card was lost or stolen:

Place:

If stolen, was a police report filed with UTRGV Police Department?      Yes      No

If yes, Case#:

City:

Phone Number:

Police Officer & Badge #:

I have unauthorized transactions, but my card is in my possession.

4. Indicate the name on the card that was lost/stolen:

5. If you have additional information about the merchant(s) or misuse of the card, please provide a detailed statement below.

6. I declare that the information provided by me on the above form is true and correct to the best of my knowledge and belief. I also confirm that in the event of any information provided by me is not true and incomplete I may subject me to disciplinary action up to and including termination of employment.

Please sign and date below:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cardholder Signature

Please e-mail this document with the fraudulent charges listed above to [procard@utrgv.edu](mailto:procard@utrgv.edu).