



The PCard External Fraud Document form is the supporting documentation needed for transactions and the credits resulting from external fraud.

After filing a police report, complete the fields below and gain the necessary signatures requested. Once the form is completed, attach it to the Notes/Attachments section of **each eDoc listed** as supporting documentation for all the original charges and related reversals.

For questions, please contact Accounts Payable at FNSV-Accounts-Payable@arizona.edu.

Card and Department Information

Name on Card: _____ Responsible Card Holder: _____
Organization: _____ Organization Number: _____

Fraudulent Purchase eDoc/Reversal eDoc Information

UAPD/Law Enforcement Case Number: _____ Report Date: _____

Fraudulent Purchase

eDoc Number: _____ Post Date: _____ Amount: _____

Reversal of Fraudulent Purchase

eDoc Number: _____ Post Date: _____ Amount: _____

Fraudulent Purchase

eDoc Number: _____ Post Date: _____ Amount: _____

Reversal of Fraudulent Purchase

eDoc Number: _____ Post Date: _____ Amount: _____

Fraudulent Purchase

eDoc Number: _____ Post Date: _____ Amount: _____

Reversal of Fraudulent Purchase

eDoc Number: _____ Post Date: _____ Amount: _____

Direct Credit from Merchant for External Fraud (if applicable)

eDoc: _____ Post Date: _____ Amount: _____

Reversal of Credit from Bank (if applicable)

eDoc: _____ Post Date: _____ Amount: _____

Signatures

Cardholder/Responsible Cardholder

Name: _____
Signature: _____ Date: _____

Department PCard Liaison

Name: _____
Signature: _____ Date: _____