



SUNY FREDONIA

CITIBANK VISA CORPORATE PROCUREMENT CARD
CREDIT PENDING/DISPUTED ITEM FORM

Credit Pending Section

Date: _____

Supplier: _____

Problem: _____

Contacted: _____

If problem is not resolved, use the DISPUTED ITEM section below, forward entire page to the
Procurement Card Coordinator

Disputed Item Section

Procurement Card Number: _____

Disputed item: _____


From: Department: _____

Name: _____

Address: _____

Phone: _____

Fax: _____

 **Send to:** Procurement Card Coordinator
Purchasing
402 Maytum Hall
SUNY Fredonia
Fredonia, NY 14063

OR

Fax to: 673-3433
Attn.: Procurement Card Coordinator

Date forwarded to Procurement Card Coordinator for review: _____