

**STATE OF ARKANSAS
LOST OR STOLEN P-CARD NOTIFICATION FORM**

Step 1. According to the P-Card regulations, immediately upon knowing your P-Card is lost or stolen, you must notify US Bank by phone at 1-800-344-5696. Record the date, time and name of the bank representative you spoke to concerning this.

Step 2. Complete and distribute this form to the P-Card Coordinator and the Agency P-Card Liaison

Date of this report: _____

Cardholder Name _____ **Agency** _____

Cardholder Phone No. _____ **Card Number** _____

Card is believed to be stolen.

Card is believed to be lost.

Information on telephone notice to US Bank:

Date: _____ **Time:** _____

US Bank customer service representative: _____

Briefly describe circumstances of loss or theft: _____

Cardholder Signature: _____

Date: _____