



Kenyon College



Transaction Dispute Form Continuation Sheet

****It is the Cardholder's responsibility to dispute and remedy. Notify JPMorgan Chase within 60 days if you are unable to reach an agreement with the vendor. Retain copies for you records and reconciliations since it must be accounted for until resolved. A copy must also be submitted to the Program Administrator.**

Date _____

Card # _____

Cardholder name _____ Department _____

Dept. Chair name _____

Statement Date _____

Vendor/Supplier _____

Reference Number _____ Amount _____

Posting Date _____

Please continue your explanation from the first page

Multiple horizontal lines for providing a detailed explanation of the transaction dispute.

Cardholder Signature _____ Date _____

Finance Office and Program Administrator Use Only

Date Received _____

Date Investigation Completed _____

Account Blocked? Yes No

Legitimate Charge? _____

New Card Issued? _____