

**WILLAMETTE UNIVERSITY
JP MORGAN CHASE PURCHASING CARD**

DISPUTE CHARGE FORM

THIS FORM SHOULD BE COMPLETED FOR ANY PURCHASING CARD TRANSACTION THAT YOU ARE DISPUTING.
PLEASE MAKE SURE YOU CONTACT JP MORGAN CHASE AT 1-800-316-6056 TO DISPUTE CHARGE (If you cannot resolve directly with merchant).
ATTACH THIS FORM TO YOUR STATEMENT OF CHARGES.

Transaction Date	Merchant	Description of charge and reason for dispute	Transaction Amount	I have contacted JP Morgan Chase and the merchant about the dispute	Please explain who you talked to where the charge took place, the date and what was said. (if more space is needed, please write on the back)
				YES or NO	Contact Name: _____ Recent Contact date: _____ What contact person said: _____
					Contact Name: _____ Recent Contact date: _____ What contact person said: _____
					Contact Name: _____ Recent Contact date: _____ What contact person said: _____
					Contact Name: _____ Recent Contact date: _____ What contact person said: _____
					Contact Name: _____ Recent Contact date: _____ What contact person said: _____

Cardholder name: (Please print) _____	Signature _____	Date _____
---------------------------------------	-----------------	------------