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| **Purchasing Card - Lost Card Report** | | | | | |
| Cardholder Name | | | | | |
|  | | | | | |
| Was the card immediately reported stolen to the Card Company? | Yes | No | Date Reported | Time Reported | |
| Where and when do you believe it was lost? | | | | | |
|  | | | | | |
| Cardholder Signature | | | | | Date |
|  | | | | |  |